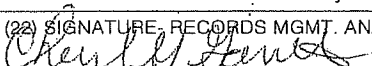

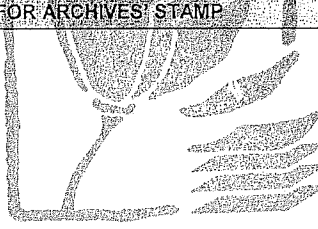
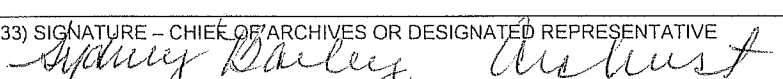


STD.73 (REV. 6/2002)
RECORDS RETENTION SCHEDULE

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Water Resources		(2) AGENCY BILLING CODE 81000		(3) PAGE 1 OF 100 PAGES
(4) DIVISION/ BRANCH/ SECTION Imaging and Records Management		(5) ADDRESS 1416 Ninth Street, Room 338, Sacramento, CA 95814		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 1	(10) SCHEDULE DATE	(11) NUMBER OF PAGES 100	(12) CUBIC FEET (Total Schedule) 33743
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 1	(14) APPROVAL NUMBER 03-164	(15) APPROVAL DATE (S) 10/7/03	(16) PAGE NUMBER(S) REVISED 117
(17) MISSION/FUNCTIONAL STATEMENT: To manage the water resources of California in cooperation with other agencies, to benefit the State's people, and to protect, restore, and enhance the natural and human environments.				
PART I – AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS 		(19) TITLE Chief, Imaging and Records Management	(20) PHONE NUMBER 653-9313	(21) DATE SIGNED 11/21/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE, RECORDS MGMT. ANALYST 	(23) CLASSIFICATION Asst Information Systems Analyst	(24) NAME (Printed or Typed) Cheryl Garrett	(25) PHONE NUMBER 916-657-5350	(26) DATE SIGNED 11/21/08
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE – CalRIM CONSULTANT 		(28) APPROVAL NUMBER 09 002 21	(29) DATE SIGNED 1-6-2009	(30) EXPIRATION DATE 1-6-2014
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				
THE ATTACHED RECORDS RETENTION SCHEDULE:			FOR ARCHIVES' STAMP  CALIFORNIA STATE ARCHIVES	
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE 			(34) DATE SIGNED 1/10/09	

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1		NOTIFY ARCHIVES	code # 000.000000 - Department Investigation Files								
2			S = Master Microfilm In Storage In Elk Grove	S				75	75		Old records contain vital statistics; are used in litig. Recs. Micro'd prior to 1968 are historical & reviewed for prior policies & studies in current mgmt. Of the dept. Working copy to remain in office environment
3			D = Working Copy - In Office	D		75			75		
4			000.000000 - Working papers for spec disciplines of DWR; Budget, Acctg., Mgmt. Analysis, Personnel	P		1		3	4		
5		NOTIFY ARCHIVES	000.000000 - Negatives On Construction Projects (Series)	S	X			75	75		Must be available in case of a disaster or failure of a facility - life of facility - x-rays
6		NOTIFY ARCHIVES	State Water Proj., Upper Feather Riv., Delta, South Bay Aqueduct, North San Joaquin Drainage Facs., Upper Eel Riv., Energy Supply, etc.								
7		NOTIFY ARCHIVES	000.000000 - Negatives On Nonconstruction Projects (Series)	S	X			50	50		Records must be available for future use for litigation and historical use. X-rays.
8		NOTIFY ARCHIVES	Industry, Agri., Recreation, Earth-Quakes, Wildlife, Historical-Ceremonies-Signings, Sea Wtr. Conversion; Dept. Activities: Snow Survey, Geology, W/Q, Flood Operations.								
9		NOTIFY ARCHIVES	000.000000 - Portrait Negatives Of Department Personnel	S	X			50	50		Pictures of past v.i.p. employees are frequently reproduced for use in news articles, on covers of DWR publications, etc.
10		NOTIFY ARCHIVES	State Water Construction Projects (Series)	S	X			75	75		
11		NOTIFY ARCHIVES	Feather River Facilities, Delta Facilities, North Bay Aqueduct, So. Bay Aqueduct, Calif. Aqueduct, San Joaquin Drainage Facilities, Upper Eel Riv. Facilities, Etc.	D	X	75			75		

09 002 d

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
12		NOTIFY ARCHIVES	000.000000 - Non-Construction Projects (Series)	S	X			50	50		Old records contain vital statistics that are used in litigations.
13			Sea Wtr. Conversion, Water Master, Fishing & Fish Hatcheries, Recreation, Population, Power, Flood Operations, Stream Gauging								
			000.000000 - Simple Ltr. Of Request, Transmittals, Acknowledgements For Various Published DWR Records Housekeeping Copies For Various Organization Units. Routine Requests Re: Personnel Matters & Expense Accounts, Etc. BEGINNING FILE RECORDS----- <i>*Note new taxonomy terms are added to all descriptions to begin transition into electronic management of DWR's records. Taxonomy terms cited are in parentheses after the record description. 1st level FUNCTION is in all caps, and 2nd level Process is listed second. If there is not Process identified for the subject the FUNCTION is listed alone.</i>	P		1			1		
14	25	NOTIFY ARCHIVES	000.000000 - General Office Administration	P		3			3		
15		NOTIFY ARCHIVES		S				75	75		
16		NOTIFY ARCHIVES		D		75			75		Auto-destroy (also on web site)
17		NOTIFY ARCHIVES	000.100000 - Progress Reports (ADMINISTRATION)	P		1			1		
18		NOTIFY ARCHIVES		S				75	75		
19			Activity Status (Weekly) (ADMINISTRATION)	P		1			1		
20				D		75			75		

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
21			Security Sign-in logs (Visitor logs) (ADMINISTRATION)	P		1		4	5		
22			DWR News Digest, Reports (ADMINISTRATION, Public Relations)	P		1			1		
23		NOTIFY ARCHIVES	000.150000 - Program Statements General Corres., Statements & Reports (ADMINISTRATION)	P		4			4		
24			Reports To Director Re: Outside Contacts (ADMINISTRATION, Public Relations)								
25		NOTIFY ARCHIVES	000.200000 - General Reports General Corres., Bulletin Printing History (ADMINISTRATION, Publishing)	P		2			2		
26			000.300000 - Commendations (ADMINISTRATION, Personnel)	P		3			3		
27			000.400000 - Visitors To Department (ADMINISTRATION, Public Relations)	P		2			2		
28			Foreign Visitors (ADMINISTRATION, Public Relations)	P		3			3		
29		NOTIFY ARCHIVES	000.500000 - Safety General Corres. Progress Reports, Rules, Orders (SAFETY, Employee)	P		2			2		
30		NOTIFY ARCHIVES	Committees Safety Programs (SAFETY, Employee)	P		1			1		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
31			000.500000 - Vehicle Accidents General Corres. Specific Accident (SAFETY, Employee)	P		3			3		X SAM App. 2, Pers. Gr. 19 - ipa sect. 1798 etc. Govt. Code 6250 et al- retain as active until settlement of claim or closure of case. SAM App. 2, Pers. Gr. 11 - retain as active until settlement of claim or closure of case then retain 2 years. Do not file in employee's official personnel folder.
32			Personal Injury Accidents General Correspondence Specific Accident (SAFETY, Employee)								
33			000.500000 - Outsiders Injured Or Killed On SWP Emergency Preparedness Plan, D.I.S. Accident Prevention General Corres. & Forms (SAFETY, Public)	P		4			4		After settlement of claim or closing of case
34	50		000.600000 - Training Program General Corres., Spec. Programs (ADMINISTRATION, Training)	P		3			3		
35			Training Plans, Trevs (ADMINISTRATION, Training)	P		1			1		
36			000.900000 - Miscellaneous General Corres. (ADMINISTRATION)	P		1			1		
37			001.000000 - 010.800000 Miscellaneous Correspondence With District, Construction, Division, Field Offices, Etc. (ADMINISTRATION)	P		1			1		
38	186	NOTIFY ARCHIVES	010.000000 - Policy & Procedure General Corres. (ADMINISTRATION, Policy)	P		2			2		Needed to review past DWR policies After review
39		NOTIFY ARCHIVES	(ADMINISTRATION, Procedure)	S				75	75		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
40		NOTIFY ARCHIVES	O&M Instructions, Memoranda To All Employees & Supervisors (ADMINISTRATION)	D		75			75		
41		NOTIFY ARCHIVES	010.100000 - Governor's Executive Orders	P		4			4		Obsolete material purged as revisions received
42		NOTIFY ARCHIVES	General & Specific (ADMINISTRATION)	S				25	25		
43		NOTIFY ARCHIVES		D		25			25		
44		NOTIFY ARCHIVES	DWR Declarations of Emergency and Disaster (EMERGENCY)	P		25			25		Obsolete material purged as revisions received
45		NOTIFY ARCHIVES	WREM-Gen Corres. WREM-Numbered Memoranda (ADMINISTRATION, Policy)	P		4			4		
46		NOTIFY ARCHIVES	010.200000 - Delegation & Authorization (ADMINISTRATION, Policy)	P		2			2		
47			Gen. Corrs., Authorization To Act During Absence, Etc. Personnel Authorized To Perform Switching Orders (ADMINISTRATION, Policy)	P		1			1		Auto Destroy
48			Orders Of Delegation (ADMINISTRATION, Policy)	P		2			2		Original delegation orders are microfilmed for history frequently used when reviewing or developing a new order.
49				S	4			4	25		
50				D		25			25		
51			010.200000 - Outside Contact Authorization (ADMINISTRATION, Policy)	P		4			4		Obsolete material purged as revisions received
52				S				25	25		
53				D		25			25		

09 002 d]

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
54			Authorization To Approve Requisitions For Equipment, Supplies & Printing Services (ADMINISTRATION, Policy)	P		2			2		Obsolete material purged as revisions received
55			Delegation From Control Agencies (ADMINISTRATION, Policy)	P		4			4		Obsolete material purged as revisions received
56				S				25	25		
				D		25			25		
57		NOTIFY ARCHIVES	010.300000 - Procedures (ADMINISTRATION, Procedures)	P		2			2		
58			010.40000 - Records Management	P		2			2		
59			Gen. Corres., Reqs. For Copies Of Records (Incl. Subpoenas) (ADMINISTRATION, Records)	S				25	25		Destroy by shredding
60				D		25			25		
61			Mail Control (incl. DWR 430, 510LA) (ADMINISTRATION)	P		1			1		
62			010.420000 - RETENTION & DISPOSAL OF RECORDS (ADMINISTRATION, Records)	P		2			2		Purged when subsequent forms are received
63			010.420000 - Annual Report On Paperwork Mgmt & Payment Procedure (ADMINISTRATION, Records)	P		4			4		
64			Records Inventory (ADMINISTRATION, Records)	P		5			5		Purged when new inventory is taken
65			Requisitions For File Equipment (ADMINISTRATION, Records)	P		2			2		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
66		NOTIFY ARCHIVES	010.500000 - Department Organization (ADMINISTRATION)	P		3			3		
67		NOTIFY ARCHIVES		S				75	75		
68		NOTIFY ARCHIVES		D		75			75		
69			010.510000 - Orientation Program (ADMINISTRATION, Training)	P		3			3		
70		NOTIFY ARCHIVES	010.520000 - DWR Reorganization Study Committee (ADMINISTRATION)	P		4			4		
71		NOTIFY ARCHIVES		S				75	75		
72		NOTIFY ARCHIVES		D		75			75		
73			010.600000 - Management Analysis Studies (ADMINISTRATION, Policy)	P		2			2		
74				S				25	25		
75				D		25			25		
76			Project Assignments (ADMINISTRATION, Policy)	P		10			10		Auto micro
77		NOTIFY ARCHIVES	010.640000 - DWR Seals (ADMINISTRATION, Public Relations)	P		200YR			200YR		History

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
78			010.660000 - Forms Management General Corres. (ADMINISTRATION, Publishing)	P		1			1		Purged when revised forms received
79			Reports (ADMINISTRATION, Publishing)	P		2			2		
80				S				25	25		
81			010.670000 - Mgmt Consultants General & Specific (ADMINISTRATION, Policy)	P		4			4		After report
82				S					25		
83				D		25		25	25		
84		NOTIFY ARCHIVES	010.700000 - Policy Files (ADMINISTRATION, Policy)	P		3			3		
85		NOTIFY ARCHIVES		S				25	25		
86		NOTIFY ARCHIVES		D		25			25		
87		NOTIFY ARCHIVES	010.710000 - Position Papers (ADMINISTRATION, Policy)	P		4			4		
88		NOTIFY ARCHIVES	010.800000 - Program Control (ADMINISTRATION,	P		4			4		
89		NOTIFY ARCHIVES		S				25	25		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
90		NOTIFY ARCHIVES		D		25			25		
91			010.830000 - Work Authority	P		4			4		
92				S				25	25		
93				D		25			25		
94			010.860000 - Program Management Techniques (ADMINISTRATION, Training)	P		4			4		
95				S				25	25		
96				D		25			25		
97			010.880000 - Historic O&M Cost Reports (ADMINISTRATION, Accounting)	P		4			4		
98	201		020.000000 - Personnel (ADMINISTRATION, Personnel)	P		2			2		
99			020.020000 - State Personnel Board Calendar, Minutes & Agenda (ADMINISTRATION, Personnel)	P		1			1		
100			020.040000 - Manpower (ADMINISTRATION, Personnel)	P		4			4		

09 002 d]

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
101			Vacant Position (ADMINISTRATION, Personnel)	P		2			2		
102			020.043000 - Periodic Reports (ADMINISTRATION, Personnel)	P		1		3	4	X	Destroy by shredding
103			020.044000 - Staffing Ratios (ADMINISTRATION, Personnel)	P		1		3	4		
104			020.046000 - Reassignment Of Personnel (ADMINISTRATION, Personnel)	P		1		3	4		
105			020.047000 - Demotional Charts (ADMINISTRATION, Personnel)	P		4			4		Destroy by shredding
106			020.060000 - 20.062000 EMPLOYEE RECOGNITION (ADMINISTRATION, Personnel)	P		3			3		SAM App. 2, Pers. Gr.21 - 3 yrs or until audited by m.a.b. whichever occurs first. Destroy by shredding.
107			Specific State Merit Award (ADMINISTRATION, Personnel)	P		3			3		
108			Board Programs (State & Dept.) (ADMINISTRATION, Personnel)	P		5			5		After closure if under \$5,000.
109			020.080000 - Contributions (ADMINISTRATION, Personnel)	P		2			2		After closure if over \$5,000.
110			020.100000 - Policy & Procedures General Corres., Reports (ADMINISTRATION, Personnel)	P		2			2		

NOTIFY
ARCHIVES

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
111		NOTIFY ARCHIVES	Specific Policies & Procedures (ADMINISTRATION, Personnel)	P		4			4		
112			020.200000 - Conflict Of Interest (Prop 9) General Corres., Designated Employees (ADMINISTRATION, Personnel)	P		7			7		Government code 81000
113			Consultants Employee representation (DWR 3929) (ADMINISTRATION, Personnel)	P		3			3		
114			020.300000 - ADVERSE ACTION & GRIEVANCES (ADMINISTRATION, Personnel)	P		3			3		Destroy by shredding - SAM App. 2, Pers. Gr. 69 - retain as active until problem is resolved then retain 3 years from date of resolution or whatever is stipulated in the settlement agreement. Do not file stipulation in employee's official personnel folder.
115			020.400000 - Employee Transfer Service (ADMINISTRATION, Personnel)	P		1			1		
116			Post & Bid (ADMINISTRATION, Personnel)	P		2			2		
117			020.500000 - Special Employment Program (ADMINISTRATION, Personnel)	P		1			1		
118			020.600000 - Placement Program For Surplus Staff (ADMINISTRATION, Personnel)	P		1			1		
119			020.700000 - EMPLOYEE/EMPLOYER RELATIONS (ADMINISTRATION, Labor Relations)	P		3			3		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
120			020.740000 - Employee Organizations (ADMINISTRATION, Personnel)	P		3			3		
121			020.750000 - Unfair Labor Practices (ADMINISTRATION, Personnel)	P		2			2		
122			020.800000 - Loan Positions (ADMINISTRATION, Personnel)	P		4			4		
123			021.000000 - Appointments (ADMINISTRATION, Personnel)	P		1			1		
124			Request For Personnel Action & Promotions (ADMINISTRATION, Personnel)	P		4			4		Backup for PAR held 4 yrs. Or audit, whichever occurs first
125			Certs & Eligible Lists (ADMINISTRATION, Personnel)	P		3			3		SAM App. 2, Pers. Gr. 50, then auto destroy
126			Authorization (F616, 625, 628, 664) (ADMINISTRATION, Personnel)								Auto destroy
127			Request For TAU authorization (SPB 100-125) (ADMINISTRATION, Personnel)	P		1			1		SAM App. 2, Pers. Gr. 12.
128			021.140000 - Consultants (ADMINISTRATION, Personnel)	P		2			2		
129			Experience Records (ADMINISTRATION, Personnel)	P		4			4		021.141 - auto destroy
130			021.150000 - Personnel Prospects (ADMINISTRATION, Personnel)	P		1			1		Auto destroy

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
131			Unsuccessful Applicants (ADMINISTRATION, Personnel)	P		2			2		SAM App. 2, Pers. Gr. 55 - not hired
132			Unsolicited Applicants (ADMINISTRATION, Personnel)	P		1			1		Auto destroy
133			TAU Applicants (ADMINISTRATION, Personnel)	P		2			2		SAM App. 2, Pers. Gr. 14
134			021.160000 - Recruitment (ADMINISTRATION, Personnel)	P		3			3		
135			021.200000 - Reinstatement (ADMINISTRATION, Personnel)	P		2			2		
136			022.000000 - Financial Transactions (ADMINISTRATION, Accounting)	P		2			2		
137			Authorization To Hire Above Minimum (ADMINISTRATION, Personnel)	P		1			1		
138			022.130000 - Position Classification Action (ADMINISTRATION, Personnel)	P		4			4		SAM App. 2, Pers. Gr. 28
139			022.140000 - Reduced Circle Rates (ADMINISTRATION, Personnel)	P		4			4		
140			022.200000 - Payroll (ADMINISTRATION, Personnel)								
141			General Corres. & Reports (ADMINISTRATION, Personnel)	P		1			1		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
142			Attend. Rec. & Dr. Cert. Of Need (ADMINISTRATION, Personnel)	P		2		2	4	X	
143			Timekeepers Copy (ADMINISTRATION, Personnel)	P		1			1	X	
144			Payroll Warrant Register (CD 38) (ADMINISTRATION, Personnel)	P		2		2	4	X	
145			Rpt. Of Exceptions (CD 66) (ADMINISTRATION, Personnel)	P		2		2	4		SAM App. 2, Pers. Gr. 5
146			Payroll Adjustment (674) (ADMINISTRATION, Personnel)	P		5			5	X	SAM App. 2, Pers. Gr. 52
147			Authorization To Pay Non-industrial Disability Insurance (EDD 85009) Industrial/Non-Industrial Disability Pay/Adjustment Request (Std. 674D) (ADMINISTRATION, Personnel)	P		4			4	X	
148			Merit Salary Adjustment (ADMINISTRATION, Personnel)	P		2			2	X	
149			Garnishments (ADMINISTRATION, Personnel)	P		4			4	X	After settlement SAM App. 2, pers. Gr. 44
150			Cash Back/Overpayments (ADMINISTRATION, Personnel)	P		2			2		
151			Attendance Rpts. (F672,681) (ADMINISTRATION, Personnel)	P		2		2	4	X	
152			Positive & Negative Attendance Rpts. (F674) (ADMINISTRATION, Personnel)	P		5			5		SAM App. 2, Pers. Gr. 52
153			Rpt. Of Absence W/O Pay (F603) (ADMINISTRATION, Personnel)							X	SAM App. 2, Pers. Gr. 27
154			022.220000 - Authorized Supplemental Attendance Forms (ADMINISTRATION, Personnel)	P		1			1		
155			(DWR 150, 154, 919, 1449, 2034, 2129, 3055, 3057, 3652, 3717, 3057, ETC.) (ADMINISTRATION, Personnel)	P		1		3	4		
156			Flextime Accumulator (DWR 3717) (ADMINISTRATION, Personnel)	P		1			1		Timekeeper's copy

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
157			Payroll Header Report (F 407) (ADMINISTRATION, Personnel)								SAM App. 2, Pers. Gr. 22
158			Req. For Salary Advance (DWR 408) (ADMINISTRATION, Personnel)	P		1			1		
159			022.240000 - Retirement (ADMINISTRATION, Personnel)	P		1			1		
160			Retired Annuitants (ADMINISTRATION, Personnel)	P		4			4		
161			022.250000 - Shift Differential (F672, 674) (ADMINISTRATION, Personnel)	P		5			5	X	SAM App. 2, Pers. Gr. 52
162			022.300000 - Salary Ranges (ADMINISTRATION, Personnel)	P		1			1		
163			Specific (ADMINISTRATION, Personnel)	P		4			4		
164			022.400000 - Insurance (ADMINISTRATION, Personnel)	P		1			1		
165			Policies General, Workman's Comp., Aviation, Etc. (ADMINISTRATION, Policy)	P		3			3		SAM App. 2, Pers. Gr. 71c
166			Workman's Comp. (ADMINISTRATION, Personnel)	P		4			4		
167			Claims (ADMINISTRATION, Personnel)							X	

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
168			022.500000 - Overtime (ADMINISTRATION, Personnel)	P		2			2		SAM App. 2, pers. Gr 51
169			Paid Overtime Rpt. (F673) (ADMINISTRATION, Personnel)	P		5			5		SAM App. 2, Pers. Gr. 59
170			022.600000 - Reorganization & Reclassification (ADMINISTRATION, Personnel)	P		3			3		
171			Exempt Positions (ADMINISTRATION, Personnel)	P		4			4		History of exempt positions in DWR
172			023.000000 - Leaves (ADMINISTRATION, Personnel)	P		1			1		
173			Employee Leave Records (STD 642) Etc. Managerial Leave By-Back Election Forms Monthly Report & Tab Runs (ADMINISTRATION, Personnel)	P		4			4	X	
174			Periodic Reports (ADMINISTRATION, Personnel)	P		3			3		
175			Extension Of Vacation & CTO Credits (ADMINISTRATION, Personnel)	P		2			2		
176			024.000000 - Separation (ADMINISTRATION, Personnel)	P		1			1		
177			Seniority Lists (ADMINISTRATION, Personnel)	P		4			4	X	Obsolete material purged as revisions received
178			026.000000 - Examinations, Classification & Specifications	P		4			4		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
179			Career Executive Assignments (ADMINISTRATION, Personnel)	P		3			3		
180			Broadband Project (ADMINISTRATION, Personnel)	P		4			4		
181			026.100000 - Examinations (ADMINISTRATION, Personnel)	P		2			2	X	Article 2 - 1798.3 (1) information practices act
182			Req. For Scheduling Delegated Testing (ADMINISTRATION, Personnel)								SAM App. 2, Pers. Gr. 1
183			Interview Tapes Form 100 - 175 DT (ADMINISTRATION, Personnel)	M		3			3		SAM App. 2, Pers. Gr. 2
184			026.140000 - Employee Development Appraisal (ADMINISTRATION, Personnel)	P		3			3		
185			026.150000- Out Of Class Experience (ADMINISTRATION, Personnel)	P		3			3		
186			026.160000 - History Of Specific DWR Exams (ADMINISTRATION, Personnel)	P		4			4		
187			Exam Notices (ADMINISTRATION, Personnel)	P		1			1		After date of exam
188			026.200000 - Classifications (ADMINISTRATION, Personnel)								
189			Classification 5 (Spec. Class & Pay) Proposed New Class (ADMINISTRATION, Personnel)	P		3			3		
190			Reclassification (ADMINISTRATION, Personnel)	P		1			1		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
191			026.200000 - Class Abolishment Out Of Class (ADMINISTRATION, Personnel)	P		4			4		
192			026.300000 - Specifications (ADMINISTRATION, Personnel)	P		3			3		
193			Job Specifications (ADMINISTRATION, Personnel)								Obsolete material purged as revisions received
194			027.000000 - Employee Records (ADMINISTRATION, Personnel)	P		3			3	X	Personnel records are active for duration of employment or when superseded or purged following criteria listed for specific document. File is forwarded when employee transfers to another state agency
195			027.100000 - Active Employees (ADMINISTRATION, Personnel)	P		CUR			CUR	X	SAM App. 2, Pers. Gr. 34 & 76 - info. Practice act-article 8 retain as current until superseded or cancelled SAM
196			Rpt. Of Performance Probation (F636) (ADMINISTRATION, Personnel)	P		3			3	X	App. 2, Pers. Gr. 17, SAM App. 2, Pers. Gr. 82 SAM App. 2, Pers. Gr. 42
197			Individual Development Plan (F637) (ADMINISTRATION, Personnel)							X	SAM App. 2, Pers. Gr. 43
198			Appraisal & Dev. For Mgr., Supv., Conf. Employees (DWR 3942) Training Records (ADMINISTRATION, Personnel)								
199			Adverse Actions (ADMINISTRATION, Personnel)	P		3			3	X	SAM App. 2, Pers. Gr. 69
200			Corrective Memos (ADMINISTRATION, Personnel)							X	Mgr./supv. May req. Removal of memo after 1 year min.
201			Garnishments (F639 Release) (ADMINISTRATION, Personnel)	P		4			4		SAM App. 2, Pers. Gr. 44
202			Forms, Memos & Corres. Concerning Employees Work Record Deferred Comp Plan Enrollment (DCP 277) (ADMINISTRATION, Personnel)	P		3			3	X	

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
203			Health Benefit & Insurance Forms (HBD) (ADMINISTRATION, Personnel)								SAM App. 2, Pers. Gr. 6,7,8
204			Established Position Records (F608, 608A) (ADMINISTRATION, Personnel)	P		4			4	X	SAM App. 2, Pers. Gr. 29,30
205			Medical Examination Rtp. (STD 610-HQ) & Supplemental Corr (ADMINISTRATION, Personnel)								SAM App. 2, Pers. Gr. 31,33
206			Subject To Proper Placement Letters (ADMINISTRATION, Personnel)	P		3			3		SAM App. 2, Pers. Gr. 80
207			Audiometric Test Records (Hearing) (ADMINISTRATION, Personnel)	P		5			5		Gen. Industrial safety orders 5100
208			Toxic Substances (ADMINISTRATION, Personnel)	P		5		25	30		SAM App. 2, Pers. Gr. 33
209			027.130000 - Employment Eligibility (F 1-9) (ADMINISTRATION, Personnel)	P		3			3		
210			027.140000 - Catastrophic Leave (ADMINISTRATION, Personnel)	P		3			3		
211			027.150000 - Job Description & Position Classification (DWR 525) (ADMINISTRATION, Personnel)	P		3			3		SAM App. 2, Pers. Gr. 49
212			Extension Of Hours For P.I.'S. (ADMINISTRATION, Personnel)	P		3			3		
213			027.200000 - Separated Employees (ADMINISTRATION, Personnel)	P		1		4	5	X	SAM App. 2, Pers. Gr. 78
214			Resignation Voluntary Retirement (ADMINISTRATION, Personnel)	P							

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
215			Disability Retirement Age 70 (ADMINISTRATION, Personnel)	P						X	SAM App. 2, Pers. Gr. 78c
216			Disciplinary Action (ADMINISTRATION, Personnel)	P						X	SAM App. 2, Pers. Gr. 78c
217			027.300000 - PIMS Determination Of Employment Notice (DWR 2993) (ADMINISTRATION, Personnel)	P		4			4	X	Destroy by shredding
218			Employee Roster Card (ADMINISTRATION, Personnel)	P						X	After separation
219			Personnel Action Request (PAR) (STD 680) (ADMINISTRATION, Personnel)	P						X	SAM App. 2, Pers. Gr. 56,57
220			Keyed Personnel Action Req. (Working Copy) (STD 680A) (ADMINISTRATION, Personnel)	P							
221			027.400000 - Flextime Request (DWR 3972) (ADMINISTRATION, Personnel)	P		4			4		
222			027.500000 - Employee Roster Cards (ADMINISTRATION, Personnel)	P		5			5		After separation
223			027.700000 - Exit Interviews (ADMINISTRATION, Personnel)	P		1			1		
224			027.800000 - Apprenticeship Program (ADMINISTRATION, Personnel)	P		1		6	7		After completion or leaving program. Some apprentice programs are 3 yrs., some are 4 yrs.

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
225			028.000000 - Surveys & Studies (ADMINISTRATION, Personnel)	P		4			4		
226			029.000000 - Info Forms, Status Change, Empl Directory Info., Telephone Or Location Change, Etc. (ADMINISTRATION, Personnel)	P		1 MO			1 MO		Record & destroy
227			029.100 Specific Personnel Questions & Info. Surveys (ADMINISTRATION, Personnel)	P		4			4		
228			029.300000 - Health Support Activities (ADMINISTRATION, Personnel)	P		1			1		
229	408		030.000000 - Equipment & Supplies (ADMINISTRATION)	P		1			1		
230			030.200000 - Service Orders (ADMINISTRATION, Procurement)	P		1			1		Service & supply copies, acctg. Copies retained re: SAM retentions from end of f/y after audit
231			030.400000 - Bills Of Lading (ADMINISTRATION, Procurement)	P		1			1		After audit-whichever comes first
232			030.500000 - Acceptance Of Responsibility (Equip) (DWR 510) (ADMINISTRATION, Mobil Equipment)	P		4			4		Obsolete material purged as revisions received. Held until custodian is appointed

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
233			030.600000 - Paper Recycling Program (ADMINISTRATION)	P		1			1		
234			030.700 Cal-Card (ADMINISTRATION, Procurement)	P		2		5	7		Sam app 2, fiscal grp. 7
235			031.000000 - Mobile Equipment (ADMINISTRATION, Mobile Equipment)	P		4			4		
236			Use Of Personal Car On State Business (ADMINISTRATION, Mobile Equipment)	P		1			1		
237			031.040000 - Accidents (ADMINISTRATION, Mobile Equipment)								
238			Specific Accidents (ADMINISTRATION, Mobile Equipment)	P		1			1		After settlement of any claims
239			031.050000 - Owners Registration & Pink Slips (ADMINISTRATION, Mobile Equipment)	P		4			4		After vehicle is sold
240			031.060000 - Vehicle Responsibility (ADMINISTRATION, Mobile Equipment)	P		1			1		Obsolete material purged as revisions rec'd
241			Use Of State Owned Vehicle For Personal Business (ADMINISTRATION, Mobile Equipment)	P		4			4		SAM App. 2, Pers. Gr. 18
242			031.070000 - Gas & Oil Records (ADMINISTRATION, Mobile Equipment)	P		1			1		See it. 269 for record copy

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
243			031.080000 - General Service Charge Cards (ADMINISTRATION, Mobile Equipment)	P		1			1		
244			031.100000 - Light Vehicles General Corres & History Jackets (ADMINISTRATION, Mobile Equipment)	P		1			1		SAM App. 2, fiscal gr. 11
245			031.200000 - Heavy Equipment General Corres. Boating & Boating Equipment (ADMINISTRATION, Mobile Equipment)	P		1			1		SAM App. 2, fiscal gr. 11
246			031.300000 - Official Monthly Travel (ADMINISTRATION, Travel)	P		1			1		SAM App. 2, fiscal gr. 11
247			General Corres & Travel Logs (F273) (ADMINISTRATION, Travel)								
248			031.400000 - Inventory - Shop Stock (ADMINISTRATION, Materials)	P		1			1		Obsolete material purged as revisions received
249			031.500000 - Equipment & Vehicle D&A Repairs Documentation (ADMINISTRATION, Mobile Equipment)	P		3			3		Gen. Svcs. Audit, destroy after audit or 3 yrs.
250			031.600000 - Airplanes Operation Of Privately Owned Planes (ADMINISTRATION, Transportation)	P		2			2		Until license or ins. Is revoked or termination of employee
251			Charter Aircraft & Helicopter Requests (DWR 490) (ADMINISTRATION, Transportation)	P		4			4		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
252			031.700000 - Rental Of Transportation Equipment (ADMINISTRATION, Transportation)	P		2			2		Audit required
253			031.900000 - Car Pooling Capitol Bicycle Program (ADMINISTRATION, Transportation)	P		2			2		
254			032.000000 - Property (ADMINISTRATION)	P		1			1		
255			Building Leases Specific Area (ADMINISTRATION)	P		2			2		
256				S				25	25		
257				D		25			25		
258			033.000000 - Office Equipment & Supplies (ADMINISTRATION, Procurement)	P		1			1		
259			034.000000 - Engineering Equip & Supplies Laboratory Equipment (ADMINISTRATION, Procurement)	P		1			1		
260			035.000000 - Audio Visual Equip & Supplies (ADMINISTRATION, Procurement)	P		1			1		
261			036.000000 - Acquisition & Disposal (ADMINISTRATION, Procurement)	P		2			2		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
262			Physical Inventory & Worksheets (ADMINISTRATION, Procurement)	P		4			4		SAM App. 2, fiscal gr. 9a
263			036.220000 - Service Record Cards (ADMINISTRATION, Procurement)	P		2			2		Obsolete material purged as revisions received
264			Property Survey Rpts. (Sf 152) (ADMINISTRATION, Procurement)	P		4			4		SAM App. 2, fiscal gr. 9b
265			036.400000 - Lost Or Stolen Equip. (ADMINISTRATION, Procurement)	P		1			1		
266			037.000000 - Services Catalogs (ADMINISTRATION, Procurement)	P		1			1		Obsolete material purged as revisions received
267			037.200000 - Graphic Services (ADMINISTRATION, Public Relations)	P		1			1		
268			Production (Motion Pictures, Video & Slide Presentations & Research Materials) (ADMINISTRATION, Public Relations)	P		1			1		
269			037.400000 - Reprographic Services (ADMINISTRATION, Publishing)	P		1			1		
270			037.500000 - Moving Services (ADMINISTRATION)	P		1			1		
271			037.600000 - Micrographic Services (ADMINISTRATION, Records)	P		1			1		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
272			037.700000 - Conference Rooms (ADMINISTRATION, Facilities)	P		1			1		
273			037.800000 - Service In DWR Offices (ADMINISTRATION)	P		1			1		
274	60		041.000000 - 41.900000 State Agencies (ADMINISTRATION)	P		2			2		
275				S				25	25		
276				D		25				25	
277		NOTIFY ARCHIVES	Publicity, Speeches, Agendas, Circular Ltrs, Press Releases (ADMINISTRATION, Public Relations)	P		1			1		
278		NOTIFY ARCHIVES	Meeting Minutes Periodic Reports (ADMINISTRATION, Public Relations)	P		3			3		
279		NOTIFY ARCHIVES	Special Studies (ADMINISTRATION)	P		4			4		
280		NOTIFY ARCHIVES	041.100000 - Governors Office (ADMINISTRATION)								
281			Referrals (ADMINISTRATION)	P		2			2		Auto destroy
282			Action Requests (ADMINISTRATION)	P		2			2		
283		NOTIFY ARCHIVES	Directives & Proclamations (ADMINISTRATION)	P		4			4		

041-041.9 selected material is micro'd from these file categories which incl. Policies & proceds. Etc. That may support
The reviews by the dept. Of other agencies' programs.
records are referred to for prior organization changes

Speeches are requested frequently as background for current speeches and from water agencies & other organizations

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
284		NOTIFY ARCHIVES	041.200000 - Resources Agency Orders & Directive (ADMINISTRATION)	P		3			3		Obsolete material purged as revisions received
285		NOTIFY ARCHIVES	Rev. Of Legislative & Administrative Progs. Matters Of Mutual Concern W/Dept Of Interior Environmental Protection Fund Program. (ADMINISTRATION)	P		2			2		
286			041.300000 - Department Of Developmental Research Mgmt. Surveys (DWR), State Owned Property (Plans For Acquisition & Wtr. Sply. Studies.) (ADMINISTRATION)	P		4			4		
287			041.320000 General Services (ADMINISTRATION)	P		2			2		
288			041.400000 - California Public Utilities Commission Applications Spec. Agencies (ADMINISTRATION)	P		4			4		
289			041.600000 Department Of Transportation General & Specific (ADMINISTRATION)	P		4			4		Preparation & review of inundation maps. Mico analysis & maps only. Return file to office of emergency services.
290			041.700000 - Office Of Emergency Services (EMERGENCY, Disaster Assistance)	P		3			3		
291			041.900000 - Other State Agencies (ADMINISTRATION)	P		1			1		

09 002 d

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
292			Specific (ADMINISTRATION)	P		2			2		
293		NOTIFY ARCHIVES	042.000000 - 42.700000 - Cooperation - Federal Agencies (ADMINISTRATION)	P		2			2		042-042.9, and 044 .selected material is micro'd from the fed agencies file categories; inc'd are files which the dept. Of wtr. Resources coops. W/fed. Agencies on various studies. Retentions are applied to all agencies in the group. special items listed under individual agencies
294		NOTIFY ARCHIVES		S				25	25		
295		NOTIFY ARCHIVES		D		25			25		
296		NOTIFY ARCHIVES	042.1600000 - Special Studies (ADMINISTRATION)	P		4			4		
297		NOTIFY ARCHIVES	042.200000 - Us Corps Of Engineers Public Notices, Review Of General Rpts., Etc. (ADMINISTRATION)	P		2			2		
298		NOTIFY ARCHIVES	042.400000 - Federal Energy Regulatory Comm Relicensing Or Recapture Of License - Gen. & Spec. Rules & Regulations, Data For Rpts. License On DWR Projects (ADMINISTRATION)	P		4			4		
299		NOTIFY ARCHIVES	042.700000 - Public Utilities Commission (ADMINISTRATION)	P		4			4		
300		NOTIFY ARCHIVES	042.900000 - Other Federal Agencies (ADMINISTRATION)	P		2			2		After license expires or revoked

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
301			043.000000 - Federal Financial Aid (ADMINISTRATION, Accounting)	P		2			2		
302				S				25	25		
303				D		25			25		
304		NOTIFY ARCHIVES	044.000000 - Local Government Agencies (ADMINISTRATION)	P		3			3		
305		NOTIFY ARCHIVES		S				25	25		
306		NOTIFY ARCHIVES		D		25			25		
307			050.000000 - Transportation & Communications (ADMINISTRATION, Transportation)	P		1			1		
308			Special Studies (ADMINISTRATION)	P		4			4		
309	9	NOTIFY ARCHIVES	060.000000 - Publicity And Publications (ADMINISTRATION, Public Relations)	P		1			1		
310		NOTIFY ARCHIVES		S				20	20		
311		NOTIFY ARCHIVES		D		20			20		
312		NOTIFY ARCHIVES	061.000000 - Audio Visual (ADMINISTRATION, Public Relations)	P		2			2		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
313		NOTIFY ARCHIVES	Water Awareness (ADMINISTRATION, Public Relations)	P		4			4		DWR Speeches - Auto Micro.
314		NOTIFY ARCHIVES	Speeches By DWR Employees, Technical Papers For Publications, Articles Or Speeches By Other Of Interest By DWR (ADMINISTRATION, Public Relations)	P		3			3		
315		NOTIFY ARCHIVES		S				20	20		
316		NOTIFY ARCHIVES		D		20			20		
317			Supporting Data For Speeches (ADMINISTRATION, Public Relations)	P		1			1		
318				S				20	20		Speeches of DWR officials are often requested by DWR employees and the public
319				D		20			20		
320			Washington Newsletters (ADMINISTRATION, Public Relations)	P		1			1		
321			062.000000 - Incoming Requests For Publications & Maps (ADMINISTRATION, Public Relations)	P		1			1		
322			063.000000 - Outgoing Requests For Publications (ADMINISTRATION, Public Relations)	P		1			1		
323		NOTIFY ARCHIVES	064.000000 - Participation (ADMINISTRATION, Public Relations)								Auto destroy
324		NOTIFY ARCHIVES	Banquets, Fairs., Conferences, Etc. (ADMINISTRATION, Public Relations)	P		1			1		064.0, 064.10, 064.20, 064.30 - auto destroy
325		NOTIFY ARCHIVES	Water Service Council Memos (Origs) (ADMINISTRATION, Public Relations)	P		3			3		Water council memos & selected material from conf. & consv. Organization files contain DWR's coop. Activity w/these orgs.
326		NOTIFY ARCHIVES		S				20	20		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
327	200	NOTIFY ARCHIVES	Specific Technical Research Institutes (ADMINISTRATION, Public Relations)	D		20			20		Selected items in the 070 - 077's are micro'd to support the dept.'s position on legal matters
328		NOTIFY ARCHIVES		P		3			3		
329		NOTIFY ARCHIVES		S				20	20		
330		NOTIFY ARCHIVES	Specific Problem Studies (ADMINISTRATION, Public Relations)	D		20			20		
331		NOTIFY ARCHIVES		P		4			4		
332		NOTIFY ARCHIVES		P		3			3		
333		NOTIFY ARCHIVES	070.000000 - Laws & Legal Matters Annual Rpt. - Chief Council Major Litigation & Major Arbitration (LEGAL)	S				20	20		
334		NOTIFY ARCHIVES		D		20			20		
335		NOTIFY ARCHIVES	070.300000 - Legal Opinions & Memoranda Specific Chief Counsel's Numbered Opinions (LEGAL)	P		4			4		Legal opinions are used to uphold the dept.'s policy - auto micro
336		NOTIFY ARCHIVES		S				50	50		
337		NOTIFY ARCHIVES		D		50			50		
338		NOTIFY ARCHIVES	General Corres. & Contracts, Foreign Service, Legal Service - Other Agencies (LEGAL)	P		2			2		Retention - 2 yrs. From expiration date
339			070.400000 - Rejected Bids (ADMINISTRATION, Procurement)	P		1			1		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
340			Sole Source (ADMINISTRATION, Procurement)	P		2			2		Audit required-which ever comes first
341			070.4250 Legal Services – Other Agencies (LEGAL)	P		5			5		
342		NOTIFY ARCHIVES	070.500000 - Administrative Procedure Act General Corres., Orders, Regulations (LEGAL)	P		1			1		
343		NOTIFY ARCHIVES	070.600000 - Code Revision General And Water Code (LEGAL)	P		3			3		
344			070.700000 - Buy American Act (LEGAL)	P		4			4		
345			070.900000 - Special Investigations Etc. Public Records (LEGAL)	P		4			4		
346				S				25	25		
347				D		25			25		Auto destroy (also on web site)
348			Legislative Preview/Review (LEGAL, Legislation)	P		4			4		
349		NOTIFY ARCHIVES	071.000000 - State Legislation (LEGAL, Legislation)	P		3			3		

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
350		NOTIFY ARCHIVES	071.100000 - Regular Sessions (LEGAL, Legislation)	P		4			4		071.11 - auto micro DWR analysis of legislative bills is needed to uphold the department's review & recommendations
351		NOTIFY ARCHIVES		S	X			25	25		
352		NOTIFY ARCHIVES		D		25			25		
353		NOTIFY ARCHIVES	071.300000 - Proposed Future Legislation (LEGAL, Legislation)	P		3			3		Needed to uphold position on state legislative items
354		NOTIFY ARCHIVES	Special Legislative Committees (LEGAL, Legislation)	P		4			4		
355		NOTIFY ARCHIVES	Press Releases (LEGAL, Legislation)	P		1			1		
356		NOTIFY ARCHIVES	071.400000 - Special Committees (LEGAL, Legislation)	P		4			4		Needed to uphold position on state legislative items
357		NOTIFY ARCHIVES	072.000000 - Federal Legislation (LEGAL, Legislation)	P		4			4		
358		NOTIFY ARCHIVES	Summary Of Enacted Legis., Rpts. Wash. Rpt., Special Hearing, Federal/State Relation (LEGAL, Legislation)	P		3			3		
359		NOTIFY ARCHIVES	073.000000 - Legal Opinions - Other Agencies (LEGAL)	P		4			4		
360		NOTIFY ARCHIVES		S				25	25		
361		NOTIFY ARCHIVES		D		25			25		

09 002 3

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
362	2152		074.000000 - State Board Of Control (LEGAL)	P		4			4		After claim is settled & either closed or payment made
363				S				25	25		
364				D		25			25		
365	2152		075.000000 - Court Actions (LEGAL, Litigation)	P		4			4		After final action
366			076.000000 - Court Actions Of Other States (LEGAL, Litigation)	P		1			1		
367			Specific Actions (LEGAL, Litigation)	P		4			4		
368			077.000000 - Damaged State Property (State Claim) (LEGAL, Litigation)	P		4			4		
369	40	NOTIFY ARCHIVES	081.000000 - California Water Commission (ADMINISTRATION)	P		3			3		081 - 081.7 - selected material from the 081 files is micro'd to support CA Water Comm. Files to uphold dept. Policy on program & policy within the jurisdiction of the commission
370				S				25	25		
371				D		25			25		
372			Naming Facilities (ADMINISTRATION)	P		4			4		
373			Appointment Of Board Members (ADMINISTRATION)	P		4			4		

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
374		NOTIFY ARCHIVES	081.200000 - Water Commission Meetings (ADMINISTRATION)	P		1			1		Needed to support water commission position
375		NOTIFY ARCHIVES	Agenda (ADMINISTRATION)	P		4			4		
376		NOTIFY ARCHIVES	Minutes (Tapes) (ADMINISTRATION)	M		5		5	10		
377		NOTIFY ARCHIVES	Transcripts Spec. Hearings & Workshops, Attendance Registration (F3782) (ADMINISTRATION)	P		4			4		
378		NOTIFY ARCHIVES	081.400000 - Jurisdiction, Powers & Duties (ADMINISTRATION)	P		4			4		
379		NOTIFY ARCHIVES	081.500000 - Progress Reports (ADMINISTRATION)	P		1			1		
380		NOTIFY ARCHIVES	081.700000 - Resolutions (ADMINISTRATION)	P		4			4		
381		NOTIFY ARCHIVES	082.000000 - Water Resources Council (ADMINISTRATION)	P		4			4		
382		NOTIFY ARCHIVES	News Releases (ADMINISTRATION, Public Relations)	P		3			3		
383		NOTIFY ARCHIVES	Title III State Planning Grant Prog. (ADMINISTRATION)	P		3			3		
384		NOTIFY ARCHIVES	082.300000 - Framework Study Organization Groups Committees & Sub-Committees	P		3			3		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
385		NOTIFY ARCHIVES	Minutes Transcripts Guidelines & Procedures	P		4			4		- Director's Personal Advisory Board
386											
387		NOTIFY ARCHIVES	089.000000 - 89.300000 Miscellaneous Boards & Committees, Includes DWR, Resources Agency & Governor (ADMINISTRATION)	P		4			4		
388		NOTIFY ARCHIVES		S				25	25		
389		NOTIFY ARCHIVES		D		25			25		Retention to run from time boundary problems are resolved
390		NOTIFY ARCHIVES	089.100000 - Calif-Nevada Interstate Compact Commission (ADMINISTRATION)	P		4			4		
391		NOTIFY ARCHIVES		S				25	25		
392		NOTIFY ARCHIVES		D		25			25		
393	108		110.000000 - Budget (ADMINISTRATION, Budget)	P		4			4		AUDIT-WHICHEVER COMES FIRST
394				S				25	25		
395				D		25			25		
396	1086		120.000000 - Accounting (ADMINISTRATION, Accounting)	P		1			1		
397			Employee Claims Reimbursement Expenditure Report (ADMINISTRATION, Accounting)	P		3			3		

09 002 d

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
398			Transfer Of Funds (ADMINISTRATION, Accounting)	P		4			4		
399			121.000000 - Invoices (ADMINISTRATION, Accounting)	P		2		2	4		SAM App. 2, fiscal gr. 3
400			122.000000 - Work Orders (ADMINISTRATION, Accounting)	P		1			1		
401			123.000000 - Specific Accounting Records (ADMINISTRATION, Accounting)	P		1			1		*All acctg. Records that have audit requirements are to have storage in SRC after reten. Indicated is reached until audit
402				S				25	25		
403				D		25			25		
404			General Accounting Documents (Listed Alpha) (ADMINISTRATION, Accounting)								
405			Agreements & Contracts	P		1		3	4		SAM App. 2, fiscal gr. 7
406			Contracts - Safe Drinking Water, Etc	P		2		2	4		After repayment
407			Airline Invoices Airline Tickets (Supporting Data For Claim Schedules) F 218	P		2		2	4		SAM APP. 2, FISCAL GR. 5
408			Allotment Posting Sheets (DWR 946) Monthly Appropriation Anl. Rpt. (DWR 3492) Monthly	P		3			3		SAM APP. 2, FISCAL GR. 2
409			June & December Report	P		2		2	4		Audit required
410			Approp. Analysis Summary (DWR 2366)	P		3			3		
411			June & December Report	P		2		2	4		Audit required

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
412			Appropriation Title (2441)	P		3			3		
413			Cash Purchase Voucher Cash Receipt Books Cash State Receipt Register (F 190)	P		1		3	4		SAM App. 2, fiscal gr. 5
414			Claim Schedules (F 218)	P		2		2	4		SAM App. 2, fiscal gr. 5
415			Condemnation Deposits	P		4			4		SAM App. 2, fiscal gr. 4
416			Contract Delegation Purchase Order (Std 65)	P		2		2	4		SAM App. 2, fiscal gr. 7
417			Controller's Journal Entry	P		4			4		SAM App. 2, fiscal gr. 6
418			Department Purchase Order	P		2		2	4		After audit
419			Department Service Authorization (F 3603)	P		1		3	4		After audit
420			Encumbrance Reports Special	P		3			3		SAM App. 2, fiscal gr. 5
421			Encumbrance Reports Summary	P		4			4		
422			Encumbr. & Reten. Register (Final) (F 2360)	P		3			3		
423			Encumbrance & Reten. System & Total (P244)	P		1			1		
424			Expenditure Reports (Supplemental)	P		2			2		
425			Gasoline Credit Card Tags (Invoice Tags)	P		1		3	4		SAM App. 2, fiscal gr. 5
426			Gasoline Tax Report A-2	P		2			2		
427			General Ledger (S 515)	P		2		3	5		SAM App. 2, fiscal gr. 2
428			Intradepartmental Expenditure Transfer Job Recovery Entry(Graphic Svce.) (DWR 200, 547, 594, 3600)	P		3			3		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
429			Invoices	P		2		2	4		
430			Journal Vouchers	P		1		2	3		
431			Jury Duty Documents & Invoices	P		3			3		
432			Leases	P		4			4		SAM App. 2, fiscal gr. 7
433			Machine Produce Register Listing	P		3			3		
434			Monthly Labor Cost Dist. Rpts (DWR 202a, 202b)	P		2		2	4	X 1	Ipa sect 1798.24 - destroy by shredding
435			Timekeeper's Copy	P		1			1		
436			Non Payroll Batch Sheets	P		1		3	4		
437			Notice Of Claim Paid (Cd 102)	P		2		2	4		
438			Organizational Partic. (DWR 2365)	P		3			3		
439			Payroll Accounts Receivable Form (674)	P		2		2	4		
440			Payroll Dist. Work Authorities (F2364)	P		4			4		
441			Payroll Warrant Register (Cd 38) & Monthly Clearance Report	P		2		2	4	X 1	Ipa sect 1798.24 - SAM App. 2, fiscal gr. 3
442			Posting Documents Transmittals F-574 (Batch P Sheets)	P		3			4		
443			Printing Requisition Invoices Std 67	P		2		2	4		SAM App. 2, fiscal gr. 7
444			Program Manager Report Monthly	P		3			3		
445			June & December Report	P		3		7	10		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
446			Purchase Estimates	P		2		5	7		SAM App. 2, fiscal gr. 7
447			(Includes Purchase Orders)								
448			Remittance Advice-Std404 Controllers Receipts	P		4			4		SAM App. 2, fiscal gr. 5
449			Report Of Deposit								SAM App. 2, fiscal gr. 4
450			Revolving Fund Checks, Revolving Fund Checks Reconciliation	P		1		3	4		SAM App. 2, fiscal gr. 5
451			Revolving Fund Transfers Cd-62	P		4			4		SAM App. 2, fiscal gr. 5
452			Salary Advance (Counter-Foils)	P		2		2	4		SAM App. 2, fiscal gr. 5
453			Service Centers (Monthly) Job Order Rpt. (Graphic Services) P-606	P		1			1		
454			Stock Received Reports	P		4			4		
455			Stores Issue DWR 3727	P		1			1		
456			Sub-Purchase Orders	P		2		2	4		SAM App. 2, fiscal gr. 7
457			Supply Orders								
458			Transaction Register	P		4			4		SAM App. 2, fiscal gr. 3
459			Travel Expense Claims								SAM App. 2, fiscal gr. 10
460			Uncleared Collections								SAM App. 2, fiscal gr. 4
461			Variance Adjustments (P161 & P465)	P		3			3		
462			Work Order Index Files (CY,FY & 2PYs) Vendor Data Records (Std. 204)	P		2			2		

09 002 d

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
463	35		W.O.Index-Superseded Pgs.Input Docs. W.O. Index & Master Rec Info (DWR 521, 2363, 2439, 2441, 2483 & - 0.2483-1.2484, 3277, 3278, 3447, 3602)	P		1			1		
464			124.000000 - Travel Expenses (ADMINISTRATION, Accounting)	P		1			1		
465			Permission For Out-Of-State Travel, Per Diem, Relocating Expenses-Excess (ADMINISTRATION, Accounting)	P		4			4		SAM App. 2, fiscal gr. 10
466			129.100000 - Water Commission (ADMINISTRATION)	P	X	75			75		Vault file with historical value
467			129.200000 - State Investment Fund (ADMINISTRATION, Accounting)	P		4			4		
468			Documents (ADMINISTRATION, Accounting)	P	X	75			75		Vault file with historical value
469			129.400000 - Water Resources (ADMINISTRATION, Accounting)	P		75			75		Vault file with historical value
470			130.000000 - Auditing (ADMINISTRATION, Accounting)	P		1			1		
471			130.100000 - Internal Audit (ADMINISTRATION, Audit)	P		1			1		
472			Project Assignments (Working Papers) (ADMINISTRATION, Audit)	P		2		2	4		
473			Audit Reference File (ADMINISTRATION, Audit)	P		4			4		

09 002 d

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
474			130.130000 - Auditor General (ADMINISTRATION, Audit)	P		4			4		
475			130.200000 - Special Audits (ADMINISTRATION, Audit)	P		4			4		
476			140.000000 - Contractor Accounting (ADMINISTRATION, Audit)	P		4			4		
477			140.100000 - State Water Project Costs General Corres. Water Contractor Billing Non-Water Contractor Billing (ADMINISTRATION, Audit)	P		4			4		
478			140.200000 - Audits (ADMINISTRATION, Audit)	P		4			4		
479			140.300000 - Cost Classification System (ADMINISTRATION, Accounting)	P		4			4		
480			140.400000 - Specific Records (ADMINISTRATION, Accounting)								
481			Appropriation Analysis Summary (ADMINISTRATION, Accounting)	P		4			4		After loans are repaid
482			Contractors Bill Summary (ADMINISTRATION, Accounting)	P		2			2		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
483			Controllers Transfer & Journal Entry (ADMINISTRATION, Accounting)	P		2		2	4		
484			Direct Entry Batch Transmittals (ADMINISTRATION, Accounting)	P		2			2		
485			Direct Entry - Duplicate (ADMINISTRATION, Accounting)	P		1			1		
486			Direct Entry Input Forms (Orig) (ADMINISTRATION, Accounting)	P		3			3		
487			Distribution Master File Update Listing (ADMINISTRATION, Accounting)	P		2			2		
488			Flood Emergency (ADMINISTRATION, Accounting)	P		3			3		
489			Fund Code Assignment General Corres.	P		4			4		
490			Fund Reassignment (ADMINISTRATION, Accounting)	P		2			2		
491			General Ledger Cards (ADMINISTRATION, Accounting)	P		4			4		
492			Interest Expense On Long Term Debts (ADMINISTRATION, Accounting)	P		4			4		Till bonds are paid off
493			Journal Vouchers Power Cost-Reconciliation (ADMINISTRATION, Accounting)	P		4			4		After audit-whichever comes first
494			Microfilm Reports (ADMINISTRATION, Accounting)	D		4			4		From the time loans are repaid
495			PCA & UCA Input Documents (ADMINISTRATION, Accounting)	P		4			4		
496			Process Request Cards (ADMINISTRATION, Accounting)	P		1			1		
497			Reach/Feature Table Masters (ADMINISTRATION, Accounting)	P		4			4		Supporting data for billing SWP contractors-till loans are paid off
498			Special Reports (ADMINISTRATION, Accounting)	P		1			1		
499			Surplus Money Investment (ADMINISTRATION, Accounting)	P		4			4		Retention to run from time loans are repaid

09 002 2

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
500	11		Title & Suffix File (F 521) (ADMINISTRATION, Accounting)	P		1			1		SAM App. 2, fiscal gr. 1 Must be held until loans are repaid Supporting data for billing SWP after loans are repaid Supporting data for billing SWP after loans are repaid
501			Title Master Input Forms (ADMINISTRATION, Accounting)	P		3			3		
502			Titles (ADMINISTRATION, Accounting)	P		2			2		
503			Trial Balances (ADMINISTRATION, Accounting)	P		4			4		
504			U.C.A. (ADMINISTRATION, Accounting)	P		2			2		
505			Master Index (ADMINISTRATION, Accounting)								
506			W.A. Documents (DWR 644 & 1121) W.A. Index File (2363) (ADMINISTRATION, Accounting)	P		4			4		
507			W.A. Restricted File (P 604) (ADMINISTRATION, Accounting)	P		2			2		
508			Work Authorities (Doc & Work Assignments) (ADMINISTRATION, Accounting)	P		4			4		
509			210.000000 - District Jurisdiction (ADMINISTRATION)	P		3			3		210-219 are historical also used in litigation & needed to support DWR activities re: district activities
510		NOTIFY ARCHIVES	211.000000 - District Securities Division Minutes Of Meeting (ADMINISTRATION)	P		3			3		
511		NOTIFY ARCHIVES		S				50	50		
512		NOTIFY ARCHIVES		D		50			50		
513		NOTIFY ARCHIVES	General Data On Meetings (ADMINISTRATION)	P		1			1		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
514		NOTIFY ARCHIVES	211.400000 - Review Of Applications (Pl 130) Reports & Specific Applications (ADMINISTRATION)	P		4			4		Historical, records also needed for backup material in litigation
515		NOTIFY ARCHIVES		S				25	25		
516		NOTIFY ARCHIVES		D		25			25		
517		NOTIFY ARCHIVES	212.000000 - Irrigation District General Corres., Reports DSD Commission Order (ADMINISTRATION)	P		3			3		
518		NOTIFY ARCHIVES		S				25	25		
519		NOTIFY ARCHIVES		D		25			25		
520		NOTIFY ARCHIVES	213.000000 - Water Storage Districts (WATER MANAGEMENT, Water Supply)	P		4			4		
521		NOTIFY ARCHIVES		S				25	25		
522		NOTIFY ARCHIVES		D		25			25		
523		NOTIFY ARCHIVES	Legal Financial (WATER MANAGEMENT, Water Supply)	p		3			3		
524		NOTIFY ARCHIVES		P		3			3		
			214.000000 - Water Conservation Districts (WATER MANAGEMENT, Water Supply)								

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
525		NOTIFY ARCHIVES	215.000000 - County Water Districts (WATER MANAGEMENT, Water Supply)	P		3			3		
526		NOTIFY ARCHIVES	216.000000 - Water Districts (WATER MANAGEMENT, Water Supply)	P		3			3		
527		NOTIFY ARCHIVES	217.120000 - Applications For Assist. Watershed Protection Act (Pl 566) (WATER MANAGEMENT, Water Supply)	P		4			4		
528		NOTIFY ARCHIVES	218.000000 - Water Replenishment District (WATER MANAGEMENT, Water Supply)	P		3			3		
529		NOTIFY ARCHIVES	219.200000 - Special District Agencies & Authorities (WATER MANAGEMENT, Water Supply)	P		3			3		
530		NOTIFY ARCHIVES		S				25	25		
531		NOTIFY ARCHIVES		D		25			25		
532	3494	NOTIFY ARCHIVES	220.000000 - Reclamation & Flood Control (WATER MANAGEMENT, Reclamation) (FLOOD, Flood Control)	P		4			4		Historical: also needed to support DWR's position in litigation matters, etc.
533		NOTIFY ARCHIVES	220.000000 - Bank Erosion Streambank Protection (FLOOD, Flood Control)	P		4			4		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
534		NOTIFY ARCHIVES	221.000000 - 221.300000 Sacramento River Flood Control Project (FLOOD, Flood Control)	P		4			4		Historical: also needed to support DWR's position in litigation matters, etc.
535		NOTIFY ARCHIVES	222.000000 - Sacramento Riv Drainage Other Than Sacto River (FLOOD, Flood Control)	P		4			4		
536		NOTIFY ARCHIVES	222.500000 - Reclamation & Drainage Districts (WATER MANAGEMENT, Reclamation)	P		4			4		
537		NOTIFY ARCHIVES	223.000000 - Sacramento-San Joaquin Delta (WATER MANAGEMENT, Reclamation)	P		4			4		
538		NOTIFY ARCHIVES	224.000000 - San Joaquin River Drainage Areas (WATER MANAGEMENT, Reclamation)	P		4			4		
539		NOTIFY ARCHIVES		S				25	25		Records needed for back up data for litigations
540		NOTIFY ARCHIVES		D		25			25		
541		NOTIFY ARCHIVES	224.090000 - History - General Corres. Specific Areas (WATER MANAGEMENT, Reclamation)	D		25			25		
542		NOTIFY ARCHIVES	225.000000 - Reclamation Board (WATER MANAGEMENT, Reclamation)	P		4			4		
543		NOTIFY ARCHIVES		S				25	25		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
544		NOTIFY ARCHIVES		D		25			25		Historical: needed for reference & litigation
545		NOTIFY ARCHIVES	225.100000 - Meetings General Corres., Notices, Agendas (WATER MANAGEMENT, Reclamation)	P		1			1		
546		NOTIFY ARCHIVES	Minutes, Resolutions & Transcripts (WATER MANAGEMENT, Reclamation)	P		100			100		
547		NOTIFY ARCHIVES	225.200000 - Work Performed At Request Of Reclamation Bd (WATER MANAGEMENT, Reclamation)	P		4			4		
548			225.400000 - Approval Of Application Environmental Statements (WATER MANAGEMENT, Reclamation)	P		4			4		
549				S				50	50		
550				D		50			50		
551			Applications (WATER MANAGEMENT, Reclamation)	P		5		45	50		
552			Consultants (WATER MANAGEMENT, Reclamation)	P		4			4		
553		NOTIFY ARCHIVES	226.000000 - Reclamation & Flood Control Flood Of Record (WATER MANAGEMENT, Reclamation)	P		4			4		Paper records must be maintained as files have maps w/color coded legends
554		NOTIFY ARCHIVES		S				25	25		
555		NOTIFY ARCHIVES		D		25			25		

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
556		NOTIFY ARCHIVES	227.000000 Flood Plain Management (WATER MANAGEMENT, Reclamation)	P		4			4		
557		NOTIFY ARCHIVES	227.400000 - Designated Floodways (FLOOD, Flood Control)	P		4			4		
558		NOTIFY ARCHIVES	228.000000 - Engr'g Services To Attorney General's Office (FLOOD, Flood Control)	P		4			4		After settlement of claims
559		NOTIFY ARCHIVES	229.000000 - Miscellaneous Federal Flood Control Act (FLOOD, Flood Control)	P		4			4		
560		NOTIFY ARCHIVES		S				25	25		
561		NOTIFY ARCHIVES		D		25			25		
562		NOTIFY ARCHIVES	240.000000 - Snow Surveys And Water Supply Forecasting Water Conditions In California (WATER MANAGEMENT, Water Supply)	P		2			2		
563			Mailing Lists (WATER MANAGEMENT, Water Supply)	P		1			1		
564		NOTIFY ARCHIVES	240.000000 - Public Information (ADMINISTRATION, Public Relations)	P		2			2		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
565		NOTIFY ARCHIVES	241.000000 - Administration & Finance (ADMINISTRATION, Accounting)	P		4			4		
566			Budget (ADMINISTRATION, Accounting)	P		3			3		
567			Service Agreements (ADMINISTRATION, Accounting)	P		2			2		
568		NOTIFY ARCHIVES	Meetings (WATER MANAGEMENT, Water Supply)	P		4			4		
569			Equipment & Supplies (ADMINISTRATION, Materials)	P		1			2		
570			Training (ADMINISTRATION, Training)	P		4			4		
571			242.000000 - Cooperating Agencies (ADMINISTRATION)	P		4			4		Selected material microfilmed for use in future negotiation contracts, etc.
572				S				25	25		
573				D		25			25		
574		NOTIFY ARCHIVES	243.000000 - Snow Surveys (WATER MANAGEMENT, Water Supply)	P		3			3		
575		NOTIFY ARCHIVES		S				25	25		
576		NOTIFY ARCHIVES		D		25			25		
577			Notes (WATER MANAGEMENT, Water Supply)	P		4			4		Historical - 4 years after DWR does not have jurisdiction
578			Snow Course Maps Land Status Maps (WATER MANAGEMENT, Water Supply)	P		4			4		After DWR does not have jurisdiction

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
579			244.000000 - Precipitation Data Data Site Status, Etc. (WATER MANAGEMENT, Water Supply)	P		1			1		Historical - 4 years after DWR does not have jurisdiction
580		NOTIFY ARCHIVES	245.000000 - Runoff & Reservoirs (WATER MANAGEMENT, Water Supply)	P		2			2		
581		NOTIFY ARCHIVES		S				25	25		
582		NOTIFY ARCHIVES		D		25			25		
583			Unimpaired Runoff Computations (WATER MANAGEMENT, Water Supply)	P		4			4		
584				S				25	25		Historical - to computer tape & discs - retention to run 4 years after runoff point no longer measured.
585				D		25			25		
586		NOTIFY ARCHIVES	246.000000 - Snow Sensors (WATER MANAGEMENT, Water Supply)	P		3			3		
587		NOTIFY ARCHIVES		S				25	25		
588		NOTIFY ARCHIVES		D		25			25		
589			Sensor Site Status (WATER MANAGEMENT, Water Supply)	P		4			4		Historical - to computer tape & discs - retention to run 4 years after stations are taken out of service
590											
591			Alpha Program (WATER MANAGEMENT, Water Supply)	P		3			3		Historical - to computer tape & discs - retention to run 4 years after stations are taken out of service

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
592	1100	NOTIFY ARCHIVES	247.000000 - Water Supply Forecasting (WATER MANAGEMENT, Water Supply)	P		3			3		
593		NOTIFY ARCHIVES	248.000000 - Field Programs Field Activities (WATER MANAGEMENT, Water Supply)	P		3			3		
594		NOTIFY ARCHIVES	250.000000 - Supervision Of Dams (SAFETY, Dams)	P		2			2		
595		NOTIFY ARCHIVES	250.020000 - Illegal Dams (SAFETY, Dams)	P		2		2	4		After removal of dam
596		NOTIFY ARCHIVES	250.100000 - Negative Of Dam Picts. During Construction & Maintenance (SAFETY, Dams)	S		4			4		After removal of dam
597		NOTIFY ARCHIVES	250.200000 - Non-Jurisdictional Dams (SAFETY, Dams)	P		4			4		After removal of dam
598			250.300000 - Surveillance Data (SAFETY, Dams)	P		4			4		After removal of dam
599				S				25	25		
600				D		25			25		

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
601			250.400000 - Consultants & Advisory (SAFETY, Dams)	P		3			3		
602			250.500000 - 250.700000 Technical Underwater Inspec. (SAFETY, Dams)	P		4			4		
603				S				25	25		
604				D		25			25		
605		NOTIFY ARCHIVES	250.900000 - Misc. Re-Evaluation Program Status Rpts., Etc (SAFETY, Dams)	P		4			4		After removal
606		NOTIFY ARCHIVES	251.000000 - Dams In Jurisdiction (Series) (SAFETY, Dams)	P	X	4			4		After removal
607		NOTIFY ARCHIVES		S				25	25		
608		NOTIFY ARCHIVES		D		25			25		
609		NOTIFY ARCHIVES	252.000000 - Dams Out Of Jurisdiction (SAFETY, Dams)	P		3		22	25		After removal of dam
610		NOTIFY ARCHIVES	253.000000 - Safety Of Dams, Cooperation (SAFETY, Dams)	P		4			4		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
611			254.000000 - Safety Of Dams Technical Data (SAFETY, Dams)	P		1			1		Obsolete material purged as revisions received
612		NOTIFY ARCHIVES	Legal (SAFETY, Dams)	P		1			1		
613		NOTIFY ARCHIVES	255.100000 - 255.410000 Legal Opinions & Attorney's Memoranda (SAFETY, Dams)	P		4			4		After removal of dams from jurisdiction
614			256.000000 - Safety Of Dams - Statistical Data For Bulletin 17 (SAFETY, Dams)	P		4			4		
615			257.000000 - Damsite Investigations Pursuant To Statewide Planning (SAFETY, Dams)	P		4			4		
616			259.000000 - Miscellaneous (SAFETY, Dams)	P		4			4		
617	36	NOTIFY ARCHIVES	260.000000 - Supervision Of Water Rights (WATER MANAGEMENT, Water Rights)	P		4			4		
618			261.000000 - Adjudications Judgment & Decree (WATER MANAGEMENT, Water Rights)	P		4			4		After final court decisions
619			263.000000 - Court Reference, Judgment & Decree Supporting Data (WATER MANAGEMENT, Water Rights)	P		4			4		After final court decisions

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
620		NOTIFY ARCHIVES	265.000000 - Watermaster Service Areas (WATER MANAGEMENT, Surface Storage)	P		4			4		After term of Watermaster service area
621		NOTIFY ARCHIVES	Orders Of The Court, Orders Of DWR, Judgment & Decree, Service Area Maps, Petitions & Appointment Of Watermaster (WATER MANAGEMENT, Surface Storage)	P		4			4		
622			Agreements For Trial Distribution Statements & Paymts For Exchange Water (WATER MANAGEMENT, Surface Storage)	P		4			4		
623				S					25	25	
624				D		25				25	
625			Affidavits Of Mailing (WATER MANAGEMENT, Surface Storage)	P		2				2	
626				S					25	25	
627				D		25				25	After cancellation of water right
628		NOTIFY ARCHIVES	266.000000 - State Water Rights (WATER MANAGEMENT, Water Rights)	P		3			3		
629		NOTIFY ARCHIVES	State Water Filings Corres., Applications, Memoranda, Transcripts, Exhibits, Hearings (WATER MANAGEMENT, Water Rights)	P		4			4		
630		NOTIFY ARCHIVES		S				25	25		
631		NOTIFY ARCHIVES		D		25			25		
632		NOTIFY ARCHIVES	280.000000 - Water Quality (ENVIRONMENTAL, Water Quality)	P		1			1		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
633		NOTIFY ARCHIVES	280.100000 - Administration And Finance, Agreements (ENVIRONMENTAL, Water Quality)	P		2			2		Audit required-whichever comes first
634		NOTIFY ARCHIVES	280.200000 - Legal (ENVIRONMENTAL, Water Quality)	P		2			2		
635		NOTIFY ARCHIVES	280.300000 - Cooperative Studies (ENVIRONMENTAL, Water Quality)	P		4			4		
636		NOTIFY ARCHIVES	280.900000 - Miscellaneous Control Policy	P		4			4		
637		NOTIFY ARCHIVES	Federal Water Quality Admin. (ENVIRONMENTAL, Water Quality)	S				25	25		
638		NOTIFY ARCHIVES		D		25			25		
639		NOTIFY ARCHIVES	281.000000 - Water Resources Control Board (ENVIRONMENTAL, Water Quality)	P		1			1		
640		NOTIFY ARCHIVES	281.500000 - Studies At Request Of The Board (ENVIRONMENTAL, Water Quality)	P		4			4		
641		NOTIFY ARCHIVES	281.600000 - Statewide Policy & Long Planning (WC 13022) (ENVIRONMENTAL, Water Quality)	P		4			4		

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
642		NOTIFY ARCHIVES	281.700000 - Cooperative Studies (ENVIRONMENTAL, Water Quality)	P		4			4		
643		NOTIFY ARCHIVES		S				25	25		
644		NOTIFY ARCHIVES		D		25			25		
645		NOTIFY ARCHIVES	282.000000 - Regional Water Quality Control Bd (ENVIRONMENTAL, Water Quality)	P		1			1		Filed by regional boards
646		NOTIFY ARCHIVES	282.100000 - 282.900000 Special Investigations Requests & Comments On Waste Discharges (ENVIRONMENTAL, Water Quality)	P		4			4		4 years from date of comments
647											
648		NOTIFY ARCHIVES	283.000000 - Quality Of Water Investigation (WC229) (ENVIRONMENTAL, Water Quality)	P		4			4		Filed by regions
649			283.070000 - Physical Properties (ENVIRONMENTAL, Water Quality)	P		4			4		
650			283.080000 - Measurement Of Radioactivity In Water (ENVIRONMENTAL, Water Quality)	P		4			4		
651		NOTIFY ARCHIVES	283.100000 - Special Investigation (ENVIRONMENTAL, Water Quality)	P		4			4		

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
652		NOTIFY ARCHIVES	283.110000 - 283.190000 Special Regional Investigation (ENVIRONMENTAL, Water Quality)	P		4			4		From date of report
653		NOTIFY ARCHIVES		S				25	25		
654		NOTIFY ARCHIVES		D		25			25		
655			283.200000 - Data Programs (ENVIRONMENTAL, Water Quality)	P		2			2		
656				S				25	25		
657				D		25			25		
658		NOTIFY ARCHIVES	284.000000 - Reclamation Of Sewage & Industrial Waste (WC 230) (ENVIRONMENTAL, Water Quality)	P		4			4		
659		NOTIFY ARCHIVES	284.100000 - Special Investigations (ENVIRONMENTAL, Water Quality)	P							
660		NOTIFY ARCHIVES	284.110000 - 284.190000 Special Regional Investigations (ENVIRONMENTAL, Water Quality)	P		4			4		
661		NOTIFY ARCHIVES		S				25	25		
662		NOTIFY ARCHIVES		D		25			25		

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
663			285.000000 - Water Well Standards Standards For Water Well Construction, Special Investigations, Etc. (WATER MANAGEMENT, Ground Water)	P		4			4		
664			286.000000 - Water Wells Permission To Inspect Well Drillers Form, Well Data, Drilling Logs (WATER MANAGEMENT, Ground Water)	P		4			4		W/C section 13752 - destroy by shredding
665				S				25	25		
666				D		25			25		
667			Requests & Transmittals (WATER MANAGEMENT, Ground Water)	P		1			1		
668	80	NOTIFY ARCHIVES	290.000000 - Meteorology & Climatology (WATER MANAGEMENT, Forecasting)	P		4			4		After date of reports Obsolete material purged as revisions received
669		NOTIFY ARCHIVES	291.000000 - Artificial Nucleation (Series) Application, License & Renewal, Permits (WATER MANAGEMENT, Forecasting)	P		4			4		
670			291.200000 - Special Consulting Services (WATER MANAGEMENT, Forecasting)	P		4			4		
671		NOTIFY ARCHIVES	291.300000 - Special Investigations (WATER MANAGEMENT, Forecasting)	P		4			4		

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
672		NOTIFY ARCHIVES	292.0000- Climatology (WATER MANAGEMENT, Forecasting)	P		1			1		
673			Federal State Cooperating Weather Program (WATER MANAGEMENT, Forecasting)	P		4			4		
674			300.000000 - Cooperative Activities (WATER MANAGEMENT)	P		2			2		
675	5		300.100000 - Specific Cooperative Studies (WATER MANAGEMENT)	P		4			4		After study is complete
676		NOTIFY ARCHIVES	310.000000 - 318.000000 Review Of Fed. Flood Control Rpts. Series Progress Reports (FLOOD)	P		4			4		From date of DWR review report
677		NOTIFY ARCHIVES		S				25	25		
678		NOTIFY ARCHIVES		D		25			25		
679			Monthly Report Of Activity (FLOOD)	P		2			2		
680			319.000000 - Miscellaneous Authorization & Procedures (WATER MANAGEMENT)	P		1			1		After revision
681		NOTIFY ARCHIVES	330.000000 - Surface Water Measurement Program (WATER MANAGEMENT, Surface Storage)	P		4			4		Selected material is microfilmed in the 330 group of files for historical & back-up material for subsequent transactions
682			Reqs., Transmittals, And Acknowledgement Of Records (WATER MANAGEMENT, Surface Storage)	P		1			1		

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
683		NOTIFY ARCHIVES	330.000000 - Licenses, Agreements, Permits (WATER MANAGEMENT, Surface Storage)	P		2			2		Audit required- whichever comes first
684		NOTIFY ARCHIVES	Tidal Flow Measurements, Water Diversions, Hydrology Studies, Fischer-Porter Tapes (WATER MANAGEMENT, Surface Storage)	P		4			4		Must be held until delta problems are solved - records not adaptable to microfilming
685				M				25	25		
686		NOTIFY ARCHIVES	331.000000 - US Geological Survey (ENGINEERING, Geology)	P		4			4		Retention period to run from discontinuance of station or cancellation or expir. Of agrmt/ license
687			Establmt. & Discont. Of Gaging Stations (ENGINEERING, Geology)	P		2			2		
688			Agreements (ENGINEERING, Geology)	P		1			1		
689			331.000000 - Signed Copies Of Agreements (History) (ENGINEERING, Geology)	P		4			4		After program is abolished
690			331.120000 - Direct Matching Program (ENGINEERING, Geology)	P		4			4		
691			331.300000 - Sediments Investigation (ENGINEERING, Geology)	P		4			4		
692			332.000000 - Stream Gage Stations (Other Than USGS) (WATER MANAGEMENT, Surface Storage)	P		4			4		
693				S				25	25		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
694				D		25			25		
695		NOTIFY ARCHIVES	340.000000 - Mapping & Surveys (ENGINEERING, Mapping)	P		3			3		Selected records in the 340 - 343 group of files are micro'd for historical purposes; also used for reference material on current & future cooperative programs
696			Requests For Mapping (ENGINEERING, Mapping)	P		3			3		
697		NOTIFY ARCHIVES	Aerial Photography (ENGINEERING, Mapping)	P		4			4		
698		NOTIFY ARCHIVES	340.000000 - Aerial Photography (ENGINEERING, Mapping)	P		1			1		
699		NOTIFY ARCHIVES	342.000000 - Other Federal Agencies (ADMINISTRATION)	P		3			3		
700		NOTIFY ARCHIVES	343.000000 - Surveys (ENGINEERING)	P		3			3		
701		NOTIFY ARCHIVES	Specific Surveys (ENGINEERING)	P		4			4		
702		NOTIFY ARCHIVES		S				25	25		
703		NOTIFY ARCHIVES		D		25			25		
704		NOTIFY ARCHIVES	350.000000 - Ground Water Investigations (WATER MANAGEMENT, Ground Water)	P		4			4		350. - 352: Selected items are micro'd for historical purposes. Also to preserve DWR policy and views on ground water investigation.

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
705		NOTIFY ARCHIVES	351.000000 - US Geological Survey Wtr. Resources Div. (WATER MANAGEMENT, Ground Water)	P		4			4		
706		NOTIFY ARCHIVES		S				25	25		
707		NOTIFY ARCHIVES		D		25			25		
708			Requests & Transmittals Of Reports (WATER MANAGEMENT, Ground Water)	P		1			1		
709		NOTIFY ARCHIVES	Agreements (WATER MANAGEMENT, Ground Water)	P		4			4		After agreement expires
710		NOTIFY ARCHIVES	352.000000 - US Department Of Agriculture (WATER MANAGEMENT, Ground Water)	P		4			4		
711		NOTIFY ARCHIVES	Agreements Agreements (History) (WATER MANAGEMENT, Ground Water)	P		3			3		After agreement expires
712		NOTIFY ARCHIVES	352.100000 - US Department Of Agriculture Ground Water Recharge Agreements & Corres. (WATER MANAGEMENT, Ground Water)	P		3			3		After completion of program
713			353.000000 - Ground Water Level Measurement (WATER MANAGEMENT, Ground Water)	P		4			4		
714		NOTIFY ARCHIVES	360.000000 - Rivers & Harbors Investigations (Series) (WATER MANAGEMENT, Surface Storage)	P		4			4		
715		NOTIFY ARCHIVES	370.000000 - Review Of Small Reclamation Projects Pursuant To P.L. 984 (Series) (WATER MANAGEMENT, Reclamation)	P		4			4		After report

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
716	1585	NOTIFY ARCHIVES	610.000000 - Central Valley Project (WATER MANAGEMENT, Water Supply)	S				25	25		Selected items are micro'd for historical importance - also to review DWR's policy for future investigations
717		NOTIFY ARCHIVES		D		25			25		
718		NOTIFY ARCHIVES		P		4			4		610 - 616 the CVP files are historical. They are a record of negotiations, cooperation, etc. With the USBR most of the records are on microfilm
719		NOTIFY ARCHIVES		P		4			4		
720		NOTIFY ARCHIVES		P		4			4		From date of completion
721		NOTIFY ARCHIVES		S				25	25		
722		NOTIFY ARCHIVES		D		25			25		Historical - after settlement
723		NOTIFY ARCHIVES		P		4			4		
724		NOTIFY ARCHIVES		P		4			4		
725		NOTIFY ARCHIVES		P		4			4		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
726		NOTIFY ARCHIVES		S				25	25		
727		NOTIFY ARCHIVES		D		25			25		
728	7579	NOTIFY ARCHIVES	620.000000 - 629.000000 State Wtr Plan Investigations (By Region) (Series) (WATER MANAGEMENT, Water Supply)	P		4			4		The 620-629 group of files are investigations past, present & future of wtr supply, fish, wildlife & recreation, Crop surveys, etc., in calif. they are historical & useful for research in new studies
729		NOTIFY ARCHIVES	State Wtr Plan Investigations (By Region) (Series) (WATER MANAGEMENT, Water Supply)	P		4			4		
730		NOTIFY ARCHIVES		S				25	25		
731		NOTIFY ARCHIVES		D		25			25		
732		NOTIFY ARCHIVES	620.580000 - Administration Of Flood Control (Series) (FLOOD, Flood Control)	P		4			4		
733			Claims (FLOOD, Flood Control)	P		1		2	3		After final controllers audit
734				S				25	25		
735				D		25			25		
736		NOTIFY ARCHIVES	620.580000 - Original Orders Capitol Outlay Biennial Rpt. To The Legislature (FLOOD, Flood Control)	P		4			4		After all claims are settled
737			Procedures (FLOOD, Flood Control)	P		1			1		After revisions received

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
738	2939	NOTIFY ARCHIVES	622.100000 - Feasibility & Economic Value Of Barriers In San Francisco Bay (Series) (FLOOD, Flood Control)	P		1		3	4		From date of report, must be held until barrier problems are resolved - historical - backup data for salt water barrier studies
739		NOTIFY ARCHIVES	630.000000 - Ca State Wtr Proj. Facilities Or Div. (STATE WATER PROJECT, Operations)	P		4			4		
740		NOTIFY ARCHIVES	Corres. W/Interested Parties (STATE WATER PROJECT, Operations)	P		1			1		
741		NOTIFY ARCHIVES	630.000000 - Investigations, Statistical & Progress Rpts & Bulletins Special Studies (STATE WATER PROJECT, Operations)	P		4			4		After facility is authorized or abandoned
742			630.080000 - Supporting Data Miscellaneous (STATE WATER PROJECT, Operations)	P		2		2	4		After facility is authorized or abandoned
743		NOTIFY ARCHIVES	630.300000 - Administration & Finance General Contract & Agreements Project Security (STATE WATER PROJECT, Operations)	P		4			4		
744			630.350000 - Visitor Facilities (ADMINISTRATION, Public Relations)	P		4			4		
745			630.360000 - Safety (SAFETY, Public)	P		4			4		
746		NOTIFY ARCHIVES	630.400000 - Legal & Legislative (LEGAL)	P		4			4		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
747			Legal Documents Pursuant To Div 3 W.C. (LEGAL)	P		4			4		
748			Dam Application (SAFETY, Dams)	S				25	25		After dam is removed
749				D		25			25		
750		NOTIFY ARCHIVES	Licenses, Orders, Permits, Etc. (ADMINISTRATION, Regulations)	P		4			4		After expiration
751		NOTIFY ARCHIVES	630.500000 - Publicity (ADMINISTRATION, Public Relations)	P		1			1		
752		NOTIFY ARCHIVES	630.501000 - Dedication Proj. Achievement Award, Visitors To Authorized Project (ADMINISTRATION, Public Relations)	P		2			2		
753			Logs Concessions At State Water Facilities (ADMINISTRATION, Public Relations)	P		1			1		
754		NOTIFY ARCHIVES	630.600000- Misc. Organizations (ADMINISTRATION)	P		4			4		
755		NOTIFY ARCHIVES	Agenda, Minutes, Newsletters (ADMINISTRATION, Public Relations)	P		1			1		
756		NOTIFY ARCHIVES	630.700000 - Consultants & Advisory Boards (ADMINISTRATION)	P		4			4		After expiration of contract
757		NOTIFY ARCHIVES	630.740000 - Special Engineering Advisory Boards (ENGINEERING)	P		4			4		After report

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
758		NOTIFY ARCHIVES	630.800000 - General Feasibility Surveys (ENGINEERING, Real Estate)	P		4			4		After survey is complete
759			630.900000 - Miscellaneous Specific Compilations Or Data (ENGINEERING)	P		1		3	4		Historical - life of facility
760		NOTIFY ARCHIVES	631.000000 - Calif State Water Project Relocations (ENGINEERING, Real Estate)	P		4			4		The retention on SWP relocations file is applied to all facility files SWP, Oroville, upper feather, south & north bay, etc.
761			631.100000 - Spec. Relocations By Name Of Facility (Series) (ENGINEERING, Real Estate)	P		4			4		
762			631.120000 - Agreements (Includes Corres.) Maps & Drawings, Reports, Etc. (ENGINEERING, Real Estate)	P		1		3	4		Retention to run from completion of relocation. Office-1 year after relocation is completed, SRC.-3 years from final land exchange. Transactions to be completed for each div. (so. Bay, no. Bay, etc.)
763			631.200000 - Archaeological & Historical Site Studies (ENGINEERING, Real Estate)	P		4			4		Retention to run from date of report or completion of study
764			631.900000 - Miscellaneous (ENGINEERING, Real Estate)	P		4			4		
765				S				25	25		
766				D		25			25		

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
767	687		631.900000 - Relocation Records & Working Drawings (ENGINEERING, Real Estate)	P		1			1		Ofc.-1 year after filing "as built" drawings or settlement of r/w for each facility, whichever is later. Preliminary drawings & reference maps will be destroyed at this time.
768			632.000000 - Calif State Water Project Economics & Marketing (ADMINISTRATION, Accounting)	P		4			4		The 632. Group of files are to be held for the life of facility-selected material is micro'd to preserve the history on economic marketing studies & decisions made during the building of the SWP
769			632.100000 - Financial Feasibility Revenue & Bonds, Ins, Spec. Prob. Studies, Project Costs (ADMINISTRATION, Accounting)	P		4			4		
770			632.200000 - Allocation Of Costs Cost Allocation Studies, Recreation Benefits & Costs (ADMINISTRATION, Accounting)	P		4			4		
771			632.300000 - Payment Capacity Determination (ADMINISTRATION, Accounting)	P		4			4		
772			632.400000 - Repayment Analysis (ADMINISTRATION, Accounting)	P		4			4		
773		NOTIFY ARCHIVES	632.500000 - Disposal Of Project Water Market Studies, Water Dist. Organizational Activities, Specific Area Studies (SWP, Water Supply)	P		4			4		All contracts re: wtr supply (632.5) are auto micro
774		NOTIFY ARCHIVES	632.510000 - Sale & Delivery Of Water (SWP, Water Delivery)	P		4			4		Auto micro after expiration of contracts

(35)CalRIM APPROVAL NUMBER										(36)	
09 002 9										Page 71 of 100	
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
775	1656	NOTIFY ARCHIVES	Newsletters (SWP, Water Delivery)	P		2			2		After expiration on contracts
776			Purchase Of Water For Facility Purposes (SWP, Water Delivery)	P		4			4		
777		NOTIFY ARCHIVES	632.540000 - Fish, Wildlife & Recreation (ENVIRONMENTAL, Ecosystem Management)	P		4			4		
778		NOTIFY ARCHIVES	632.700000 - Extra Project Services Ground Wtr Pumping Into The California Aqueduct (ENVIRONMENTAL, Ecosystem Management)	P		4			4		
779		NOTIFY ARCHIVES	633.000000 - California State Water Project Design (ENGINEERING, Design)	P		4			4		
780			633.100000 - Specific Design Studies (ENGINEERING, Design)	P		4			4		
781		NOTIFY ARCHIVES	633.140000 - Field Surveys (ENGINEERING, Design)	P		4			4		
782			Contracts & Service Agreements (ENGINEERING, Design)	P		2			2		
783			Specific Reconnaissance Surveys (ENGINEERING, Real Estate)	P		4			4		
784			633.150000 - Manufacturers Data (ENGINEERING, Design)	P		4			4		
											The 633 group of files contain the design studies of SWP - selected recs must be maintained or micro'd in case of a disaster (failure of project). They are also historical
											After final design report
											Audit required-whichever comes first

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
785			633.160000 - Cooperative Design Studies (ENGINEERING, Design)	P		4			4		
786			Contract Or Service Agreement (ENGINEERING, Design)	P		2			2		Audit required-whichever comes first
787		NOTIFY ARCHIVES	633.170000 - Design Drawings (ENGINEERING, Design)	P		4			4		After construction is completed
788			633.200000 - Geological Explorations (ENGINEERING, Geology)	P		4			4		
789			633.400000 - Design Estimates (ENGINEERING, Design)	P		4			4		
790		NOTIFY ARCHIVES	633.500000 - Contract Plans (ENGINEERING, Design)	P		4			4		After construction is completed
791			Plans & Specs. From Engr'g Organizations (ENGINEERING, Design)								Confidential - use of these documents are restricted by agreement w/outside engr'g - destroy by shredding
792			633.550000 - Pre Contract Plans (ENGINEERING, Construction)	P		1		3	4		
793			Pre Bid Documents (ENGINEERING, Construction)	P		4			4		
794			633.600000 - Design During Construction (ENGINEERING, Construction)	P		4			4		

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
795			633.610000 - Construction Design Services (ENGINEERING, Construction)	P		4			4		After completion of construction
796			633.700000 - Design Laboratory Investigations (ENGINEERING, Construction)	P		4			4		
797			633.710000 - Dept Laboratories (ENGINEERING, Construction)	P		4			4		
798			633.720000 - Outside Laboratories (ENGINEERING, Construction)	P		4			4		
799			633.800000 - Design Instrumentation (ENGINEERING, Construction)	P		4			4		
800	11	NOTIFY ARCHIVES	634.000000 - Calif State Water Project Hydrology (SWP, Water Supply)	P		4			4		Selected items from the 634 hydrology files are micro'd & maintained to Preserve the statistical data on weather, runoff, g/w, etc.the data is historical
801		NOTIFY ARCHIVES	634.100000 - Weather (Incl. Temperature & Wind., Etc.) (WATER MANAGEMENT, Forecasting)	P		4			4		
802		NOTIFY ARCHIVES	634.200000 - Runoff (WATER MANAGEMENT, Forecasting)	P		4			4		

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
803		NOTIFY ARCHIVES	634.300000 - Groundwater (WATER MANAGEMENT, Ground Water)	P		4			4		
804		NOTIFY ARCHIVES	634.400000 - Streamflow (WATER MANAGEMENT, Forecasting)	P		4			4		
805		NOTIFY ARCHIVES	634.500000 - Flood Studies FLOOD, Flood Control)	P		4			4		
806		NOTIFY ARCHIVES	634.600000 - Sedimentation (WATER MANAGEMENT, Water Supply)	P		4			4		
807		NOTIFY ARCHIVES	634.700000 - Quality Of Project Water (WATER MANAGEMENT, Water Supply)	P		4			4		
808		NOTIFY ARCHIVES	Recorder Charts (WATER MANAGEMENT, Water Supply)	P		1		3	4		
809		NOTIFY ARCHIVES	634.800000 - Dams & Reservoirs (WATER MANAGEMENT, Water Supply)	P		4			4		
810		NOTIFY ARCHIVES	634.900000 - Hazardous Waste (WATER MANAGEMENT, Water Supply)	P		4			4		
811		NOTIFY ARCHIVES		S				100	100		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
812		NOTIFY ARCHIVES		D		100			100		
813	4524	NOTIFY ARCHIVES	635.000000 - California State Water Project Construction (ENGINEERING, Construction)	P		1		3	4		Life of facility-selected recs. To be micro'd.-the 635 group are historical. Many const. Contracts are needed in Litigation proceedings. they would also be needed in case of a disaster (failure of project) the retention is applied to the SWP general & all the facilities files *After final report on contract or settlement of any claims.(to be sold for silver content)
814			X-Ray Film (ENGINEERING, Construction)	D		4			4		
815			635.040000 - Furnish & Install (ENGINEERING, Construction)	P		1		3	4		
816			635.040000 - Quality Control Data & Other Type Documents & Forms Needed For Individual Contracts (ENGINEERING, Construction)	P		1		3	4		Retention run from time of final rpt. &/or final payment & settlement of all claims or settlement of litigation that occurs. contract documents (left side only) are auto-micro'd (life of facility)
817			635.050000 - Job Procedures (ENGINEERING, Construction)	P		4			4		
818			635.060000 - Prequalification Of Contractors (ENGINEERING, Construction)	P		2			2		
819			Reqs. & Transmittals Of Biller's Bond Form Reqs. & Transmittals Of Plans & Specs (ENGINEERING, Construction)	P		1			1		Obsolete material purged as revisions received
820			Contractor's Statements Unsuccessful Bidders (ENGINEERING, Construction)	P		4			4	X	
821			635.070000 - Pre-Construction Surveys (ENGINEERING, Construction)	P		4			4		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
822				S				25	25		
				D		25			25		
823			635.090000 - Miscellaneous Construction Safety (ENGINEERING, Construction)	P		1		3	4		
824		NOTIFY ARCHIVES	Labor Relations (Incl. Strike Memoranda) Declar. Of Emergency For Aware Of Contract (ENGINEERING, Construction)	P		1		3	4		
825		NOTIFY ARCHIVES		S				25	25		
826		NOTIFY ARCHIVES		D		25			25		
827			Sale Of Construction Material (ENGINEERING, Construction)	P		4			4		
828		NOTIFY ARCHIVES	635.100000 - Construction Contracts (ENGINEERING, Construction)	P	X	1		3	4		Retention to run from time of final rpt. Or final payment or settlement of all claims, or litigation that occurs, selected micro to be held for life of fac. On const. Contracts deemed necessary in case of disaster or failure of fac. Contract docs (left side only) are auto-micro'd
829		NOTIFY ARCHIVES	Field Books (ENGINEERING, Construction)	P		1		3	4		
830		NOTIFY ARCHIVES		S				75	75		
831		NOTIFY ARCHIVES	635.140000 - Photographs (ENGINEERING, Construction)	P		1		3	4		To reference collection
832		NOTIFY ARCHIVES	635.170000 - Drawings (ENGINEERING, Drawings)	P		1		3	4		Life of facility - may be disposed of as micro'd

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
833		NOTIFY ARCHIVES		S				75	75		
834		NOTIFY ARCHIVES		D		75			75		Life of fac.-drawings are micro'd; hard copy must be retained for use by O&M as revs. Must be made on orig drawings. Destroy immediately after changes have been made & approved on the original contract tracs
835			635.300000 - Construction Claims (ENGINEERING, Construction)	P		1		3	4		
836			635.400000 - Interim Operation During Construction (ENGINEERING, Construction)	P		1		3	4		
837			635.500000 - Construction By Others Within DWR - Review & Inspection (LEGAL, Litigation)	P		1		3	4		
838			635.600000 - Arbitration (LEGAL, Litigation)	P		1		3	4		After settlement
839		NOTIFY ARCHIVES	635.700000 - Transfer Of Facilities (ENGINEERING, Construction)	P		1		3	4		Life of facility - micro must be held to support dept's position
840		NOTIFY ARCHIVES		S				75	75		
841		NOTIFY ARCHIVES		D		75			75		
842	653	NOTIFY ARCHIVES	636.000000 - Calif State Water Project-Property Acquisition & Right Of Way (ENGINEERING, Real Estate)	P		4			4		Life of facility - micro - must be held to support dept's position
843		NOTIFY ARCHIVES		S				75	75		

(35)CalRIM APPROVAL NUMBER										(36)	
09 002										Page 78 of 100	
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
844		NOTIFY ARCHIVES		D		75			75		
845			Agreements Highways (ENGINEERING, Real Estate)	P		2			2		
846			Title Companies (ENGINEERING, Real Estate)	P		1			1		After termination
847			Property Survey (ENGINEERING, Real Estate)	P		4			4		
848			636.100000 - Easements, Licenses & Encroachment Permits (ENGINEERING, Real Estate)	P		4			4		From date of expiration. recorded temporary easements must be held until recordation of quit claims. from date of expiration
849			Rights Of Entry (ENGINEERING, Real Estate)	P		2			2		Recorded temporary easements must be held until recordation of quit claims. From date of expiration.
850			Borrow Agreements (ENGINEERING, Real Estate)	P		1			1		
851			Court Order For Drilling Permits (ENGINEERING, Real Estate)	P		2			2		From date of security deposit release
852			636.100000 - Quitclaim Deeds, Reclamation Board Activities, U.S.B.R- License W/Utility Costs For DWR Facilities (ENGINEERING, Real Estate)	P		4			4		After recordation
853			636.200000 - Property Acquisition (ENGINEERING, Real Estate)	P		4			4		
854			US Forest Service, Special Use Permit (ENGINEERING, Real Estate)	P		1			1		From date of expiration
855			636.210000 - Deleted Parcels (ENGINEERING, Real Estate)	P		2			2		From date action is taken to delete
856			Rental Of Property (ENGINEERING, Real Estate)	P		1			1		

09 002

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
857			Leases & Rental Agreements (ENGINEERING, Real Estate)	P		2			2		From termination of lease
858			Specific Parcel Of Land (ENGINEERING, Real Estate)	P		2		2	4		From date parcel is acquired except excess land an additional 3 years req'd to determine that micro is sufficient - life of facilities. 636.212 - auto micro
859				S				75	75		
860			636-220000 - Appraisals (ENGINEERING, Real Estate)	P		4			4		
861			Contracts (ENGINEERING, Real Estate)	P		2			2		After expiration of contract
862			636.300000 - Mining Claims (ENGINEERING, Real Estate)	P		4			4		Life of facilities
863				S				75	75		
864				D		75			75		
865			Invalid Claims (ENGINEERING, Real Estate)	P		1			1		After invalidated
866			636.500000 - Condemnation Suits (ENGINEERING, Real Estate)	P		4			4		From date of settlement of suit. release of security deposit & refund of taxes - auto-micro
867			636.700000 - Recreation Land Use & Acquisition Plans For Reservoirs (ENGINEERING, Real Estate)	P		4			4		Life of facility
868				S			75	75			
869				D		75		75			

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
870	644	NOTIFY ARCHIVES	636.900000 - Miscellaneous Agricultural Land Preserves (ENGINEERING, Real Estate)	P		4			4		After expiration of contract
871		NOTIFY ARCHIVES	R/W Engr'g Appraisal Maps Parcel & Condemnation Sketches, Copies Of Official & (ENGINEERING, Real Estate)								After acceptance of contract and/or settlement of all claims & acquisition of all parcels
872		NOTIFY ARCHIVES	Pioneer Cemetery Sale Of Unused Lots (ENGINEERING, Real Estate)	P		4			4		After sale
873		NOTIFY ARCHIVES	638.000000 - Calif State Water Project Operations & Maintenance (SWP, Operations)	P		4			4		Life of project (obsolete material purged as revisions received)
874		NOTIFY ARCHIVES	Progress Reports Operation Plans Or Studies (SWP, Operations)	P		2		2	4		
875			Coordinated Operation Of Cvp & SWP Monthly Allocations (SWP, Operations)	P		4			4		
876			638.040000 - Directive System Instructions (SWP, Operations)	P		4			4		
877			638.060000 - O&M Documentation Reqs, & Transmittals, Project Documentation, Design (SWP, Operations)	P		3			3		
878			Progress Reports (SWP, Operations)	P		1			1		
879		NOTIFY ARCHIVES	638.070000 - Facilities Modification (SWP, Operations)	P		4			4		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
880			638.080000 - Transfer Of Facilities (SWP, Operations)	P		4			4		Life of facility-auto micro
881				S				75	75		
882				D		75			75		
883			638.090000 - Miscellaneous Technical Bulletins Administrative Bulletins (SWP, Operations)	P		1			1		Automatic microfilm. Microfilm to be saved for life of facility
884		NOTIFY ARCHIVES	638.100000 - Water Operations Scheduling, Dispatching (SWP, Operations)	P		4			4		
885			Logs (SWP, Operations)	P		1			1		
886				S				75	75		
887				D		75			75		
888			Reschedule (SWP, Operations)	P		1		2	3		
889			Aqueduct Elevation Records (SWP, Operations)	P		1		3	4		
890			Turnouts, Operational Losses Or Gains (SWP, Operations)	P		4			4		
891			638.150000 - Construction Of Temporary Barriers For Streams (SWP, Operations)	P		4			4		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
892		NOTIFY ARCHIVES	638.160000 - Kern River Intertie (SWP, Operations)	P		4			4		
893		NOTIFY ARCHIVES	638.200000 - Power Operations (SWP, Operations)	P		4			4		
894		NOTIFY ARCHIVES	Scheduling (SWP, Operations)	P		3			3		
895		NOTIFY ARCHIVES		S				25	25		
896		NOTIFY ARCHIVES		D		25			25		
897			638.200000 - Dispatching (SWP, Operations)	P		4			4		After Litigation Is Resolved
898			638.300000 - Control Systems (Includes Centers) (SWP, Operations)	P		4			4		After transfer
899				S				25	25		
900				D		25			25		
901			Status Of Progress Rpts. (SWP, Operations)	P		3			3		
902		NOTIFY ARCHIVES	638.400000 - Maintenance (SWP, Maintenance)	P		4			4		

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
903		NOTIFY ARCHIVES	638.410000 - Project Surveillance (SWP, Maintenance)	P		4			4		Life of facility
904			638.420000 - Plant Maintenance (SWP, Maintenance)	P		4			4		
905				S				25	25		
906				D		25			25		
907			638.430000 - Underwater Inspection (SWP, Maintenance)	P		4			4		
908			638.440000 - Spare Parts Program (SWP, Maintenance)	P		4			4		
909		NOTIFY ARCHIVES	638.900000 - Miscellaneous Supporting Data (SWP, Maintenance)	P		4			4		From completion of facility Life of facility
910				S				75	75		
911				D		75			75		
912	533		640.000000 - State Financial Aid (ADMINISTRATION, Grants)	P		3			3		
913				S				25	25		

09 002 2

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
914		NOTIFY ARCHIVES		D		25			25		
915		NOTIFY ARCHIVES	641.000000 - Davis Grunsky Program (Sb 2174) (ADMINISTRATION, Grants)	P		4			4		
916		NOTIFY ARCHIVES	641.100000 - Specific Projects (ADMINISTRATION, Grants)	P		4			4		Retention to run from final payment to the state
917			641.110000 - 641.120000 Formal Applications (ADMINISTRATION, Grants)	P		4			4		
918			641.130000 - Contract Administration Contract, Disbursement Of Funds, Etc. (ADMINISTRATION, Grants)	P		4			4		
919			641.200000 - Emergency Loans (ADMINISTRATION, Grants)	P		4			4		
920				S				10	10		
921				D		10			10		
922		NOTIFY ARCHIVES	642.000000 - Water Conservation Bond Law (Prop 82) Specific Applications (ADMINISTRATION, Grants)	P		4			4		Retention to run from final payment
923		NOTIFY ARCHIVES		S				10	10		
924		NOTIFY ARCHIVES		D		10			10		

(35) CalRIM APPROVAL NUMBER										(36)	
09 002										Page 85 of 100	
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
925		NOTIFY ARCHIVES	643.000000 - Wtr Conserv. & W/Q Bond Law 1986 (Prop. 44) (AB 1156 & 1982) (ADMINISTRATION, Grants)	P		4			4		Retention to run from final payment
926		NOTIFY ARCHIVES		S				10	10		
927		NOTIFY ARCHIVES		D		10			10		
928		NOTIFY ARCHIVES	645.000000 - Levee Maintenance Assistance (ADMINISTRATION, Grants)	P		4			4		Retention to run from final payment
929		NOTIFY ARCHIVES		S				10	10		
930		NOTIFY ARCHIVES		D		10			10		
931		NOTIFY ARCHIVES	646.000000 - Assistance For Vegetation On Proj. Levees (ADMINISTRATION, Grants)	P		4			4		Retention to run from final payment
932		NOTIFY ARCHIVES		P		1		3	4		
933			647.000000 - Calif Safe Drinking Water Bond Law (ADMINISTRATION, Grants)	P		1			1		
			Unsuccessful Applications	P		1			1		
934		NOTIFY ARCHIVES	648.000000 - Urban Stream Restoration (ADMINISTRATION, Grants)	P		4			4		Retention to run from final payment
935		NOTIFY ARCHIVES		S				25	25		
936		NOTIFY ARCHIVES		D		25			25		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
937		NOTIFY ARCHIVES	649.000000 - Environmental Water Act Of 1989 (AB 444) (ADMINISTRATION, Grants)	P		4			4		Retention to run from final payment
938		NOTIFY ARCHIVES	650.000000 - Western States Water Plan (WATER MANAGEMENT, Water Supply)	P		3			3		
939		NOTIFY ARCHIVES		S				10	10		
940		NOTIFY ARCHIVES		D		10			10		
941		NOTIFY ARCHIVES	651.400000 - Program Operation Organization Membership (WATER MANAGEMENT, Water Supply)	P		4			4		
942		NOTIFY ARCHIVES	652.000000 - Policy & Criteria (WATER MANAGEMENT, Water Supply)	P		3			3		
943		NOTIFY ARCHIVES	Water Quality Standards (WATER MANAGEMENT, Water Supply)	P		4			4		
944		NOTIFY ARCHIVES		S				25	25		
945		NOTIFY ARCHIVES		D		25			25		
946		NOTIFY ARCHIVES	652.130000 - Preliminary Schemes (WATER MANAGEMENT, Water Supply)	P		3			3		
947		NOTIFY ARCHIVES	656.000000 - Western States Water Plan Legislation (WATER MANAGEMENT, Water Supply)	P		4			4		

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
948	193	NOTIFY ARCHIVES	657.000000 - Implementation Of Authorized Projects (WATER MANAGEMENT, Water Supply)	P		4		4	8		
949		NOTIFY ARCHIVES	660.000000 - Saline Water Conversion (WATER MANAGEMENT, Water Supply)	P		4			4		
950		NOTIFY ARCHIVES	661.000000 - Prototype Desalter (WATER MANAGEMENT, Water Supply)	P		4			4		
951		NOTIFY ARCHIVES	662.000000 - Agricultural Waste Water For Power Plant Cooling (WATER MANAGEMENT, Water Supply)	P		4			4		
952		NOTIFY ARCHIVES	670.000000 - Energy Planning & Development (ENERGY, Power Management)	P		4			4		
953		NOTIFY ARCHIVES		S				25	25		
954		NOTIFY ARCHIVES		D		25			25		
955		NOTIFY ARCHIVES	Applications (ENERGY, Power Management)	P		4			4		
956		NOTIFY ARCHIVES		S				25	25		
957		NOTIFY ARCHIVES		D		25			25		
958		NOTIFY ARCHIVES	670.200000 - Sale & Delivery Of Project Power (ENERGY, Power Management)	P		4			4		After expiration of contract

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
959	60	NOTIFY ARCHIVES	670.250000 - Power Development (ENERGY, Power Management)	P		4			4		
960		NOTIFY ARCHIVES	670.300000 - Other Sources Of Energy (ENERGY, Power Management)	P		4			4		
961		NOTIFY ARCHIVES	670.400000 - Research & Development (ENERGY, Power Management)	P		4			4		
962		NOTIFY ARCHIVES	700.000000 - Emergency Activities (EMERGENCY)	P		4			4		
963		NOTIFY ARCHIVES	711.000000 - Natural Disaster Assistance Act (EMERGENCY)	P		3			3		From date of final report. audit required
964		NOTIFY ARCHIVES	712.000000 - Federal Disaster Relief Act (EMERGENCY)	P		3			3		After final pay
965		NOTIFY ARCHIVES	713.000000 - Federal Assistance - Flood Restoration On Forested Lands (FLOOD, Disaster Assistance)	P		3			3		
966		NOTIFY ARCHIVES	714.000000 - Federal Assistance To Business & Home Owners Affected By The Drought (EMERGENCY, Drought)	P		3			3		

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
967	2290	NOTIFY ARCHIVES	720.000000 - Flood Emergency Program (EMERGENCY, Flood Emergency Response)	P		4			4		
968		NOTIFY ARCHIVES	720.200000 - Flood Warning System (EMERGENCY, Flood Emergency Response)	P		4			4		
969			720.210000 - Telemetering System (EMERGENCY, Flood Emergency Response)	P		4			4		
970			720.220000 - Special Use Permits (EMERGENCY, Flood Emergency Response)	P		4			4		Obsolete material purged as revisions received
971		NOTIFY ARCHIVES	720.300000 - Weather Conditions Reporting (EMERGENCY, Flood Emergency Response)	P		1			1		
972		NOTIFY ARCHIVES	720.500000 - Flood Operations (EMERGENCY, Flood Emergency Response)	P		4			4		
973		NOTIFY ARCHIVES	720.600000 - Flood Forecasting (FLOOD, Forecasting)	P		4			4		
974		NOTIFY ARCHIVES	730.000000 - Earthquakes (EMERGENCY, Emergency Operations Plan)	P		4			4		
975		NOTIFY ARCHIVES		S				50	50		

(35) CalRIM APPROVAL NUMBER										(36)	
09 002										Page 90 of 100	
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
976		NOTIFY ARCHIVES		D		50			50		
977		NOTIFY ARCHIVES	740.000000 - Fire Damage To Watershed Areas (EMERGENCY, Watershed)	P		4			4		
978		NOTIFY ARCHIVES	750.000000 - Drought (EMERGENCY, Drought)	P		4			4		
979		NOTIFY ARCHIVES		S				10	10		Records may be needed for reference in future drought emergencies
980		NOTIFY ARCHIVES		D		10			10		
981	277	NOTIFY ARCHIVES	780.00000 Safe Drinking Water, State Revolving Fund (97) (ADMINISTRATION, Bonds)	P		4			4		After final payment
982		NOTIFY ARCHIVES	781.00000 Safe Drinking Water, Clear Water & Flood Protection Act (Prop 13) (ADMINISTRATION, Bonds)	P		4			4		After final payment
983	6	NOTIFY ARCHIVES	910.000000 - Miscellaneous Conservation Studies (ENVIRONMENTAL, Ecosystem Management)	P		4			4		
984		NOTIFY ARCHIVES	911.000000 - Forestry Conservation (ENVIRONMENTAL, Ecosystem Management)	P		4			4		
985		NOTIFY ARCHIVES	912.000000 - Energy Conservation (ENVIRONMENTAL, Conservation Planning)	P		4			4		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
986		NOTIFY ARCHIVES		S				10	10		
987		NOTIFY ARCHIVES		D		10			10		
988		NOTIFY ARCHIVES	913.000000 - Water Conservation & Management (ENVIRONMENTAL, Ecosystem Management)	P		2			2		
				S				10	10		
				D		10			10		
989		NOTIFY ARCHIVES	913.091000 - Water Conservation (ENVIRONMENTAL, Conservation Planning)	P		2			2		Auto destroy
990		NOTIFY ARCHIVES	Newsletters (ADMINISTRATION, Public Relations)	P		1			1		Auto destroy
991		NOTIFY ARCHIVES	913.200000 - Specific Studies (ENVIRONMENTAL, Conservation Planning)	P		4			4		
992		NOTIFY ARCHIVES	913.300000 - Public Information & Education (ADMINISTRATION, Public Relations)	P		2			2		
993		NOTIFY ARCHIVES	Specific Programs (ADMINISTRATION, Public Relations)	P		4			4		
994		NOTIFY ARCHIVES	913.400000 - Water Supply Studies (WATER MANAGEMENT, Water Supply)	P		4			4		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
995		NOTIFY ARCHIVES	913.500000 - Agricultural Water Conservation (WATER MANAGEMENT, Water Supply)	P		4			4		
996		NOTIFY ARCHIVES	913.530000 - Consultants & Advisory Boards (ADMINISTRATION)	P		4			4		
997		NOTIFY ARCHIVES		S				10	10		
998		NOTIFY ARCHIVES		D		10			10		
999			913.600000 - Grant Programs (ADMINISTRATION, Grants)	P		1			1		
1000			913.600000 - Specific Loans (ADMINISTRATION, Grants)	P		4			4		After loans are repaid
1001				S				10	10		
1002				D		10			10		
1003			Unsuccessful Applicants (ADMINISTRATION, Grants)	P		1			1		
1004			914.000000 - Federal Classifications & Inventories Of Natural Resources (ENVIRONMENTAL, Ecosystem Management)	P		4			4		
1005		NOTIFY ARCHIVES	920.000000 - Miscellaneous Research Studies (ADMINISTRATION)	P		4			4		

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1006		NOTIFY ARCHIVES	920.200000 - Sources Of Water For Power Plant Cooling (WATER MANAGEMENT, Water Supply)	P		4			4		
1007		NOTIFY ARCHIVES	921.000000 - Hydrographic & Hydrologic Studies (WATER MANAGEMENT)	P		4			4		
1008		NOTIFY ARCHIVES	921.400000 - Ground Water Studies (WATER MANAGEMENT, Ground Water)	P		4			4		
1009			921.700000 - Bryte Laboratories (ADMINISTRATION)	P		4			4		
1010				S				10	10		
1011				D		10			10		
1012		NOTIFY ARCHIVES	921.800000 - Advanced Techniques For Water Resources Development (WATER MANAGEMENT, Water Supply)	P		3			3		
1013		NOTIFY ARCHIVES		S				10	10		
1014		NOTIFY ARCHIVES		D		10			10		
1015		NOTIFY ARCHIVES	921.810000 - Reservoir Studies (WATER MANAGEMENT, Water Supply)	P		4			4		

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1016		NOTIFY ARCHIVES	922.000000 - Hydro-Electric Info & Statistics (ENERGY, Power Management)	P		4			4		
1017		NOTIFY ARCHIVES	922.200000 - Radioactive Material (ENVIRONMENTAL, Hazardous Material)	P		4			4		
1018		NOTIFY ARCHIVES		S				10	10		
1019		NOTIFY ARCHIVES		D		10			10		
1020			Physical Records On Radiation Exposure (ENVIRONMENTAL, Hazardous Material)	P		30			30		SAM App. 2, fiscal gr. 33
1021			923.000000 - Miscellaneous Statistics (WATER MANAGEMENT, Water Supply)	P		4			4		
1022				S				10	10		
1023				D		10			10		
1024			923.000000 - Ca Crop & Livestock Reporting Svce (WATER MANAGEMENT, Water Supply)	P		1			1		
1025			Summaries (WATER MANAGEMENT, Water Supply)	P		4			4		
1026			Ca Farm Labor Reports (WATER MANAGEMENT, Water Supply)	P		1			1		
1027		NOTIFY ARCHIVES	925.000000 - Geological & Geophysical Studies (WATER MANAGEMENT, Water Supply)	P		4			4		

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1028		NOTIFY ARCHIVES	925.200000 - Subsurface Geologic Data (WATER MANAGEMENT, Water Supply)	P		4			4		
1029		NOTIFY ARCHIVES	925.300000 - Geothermal Resources Develop. (ENERGY, Resources)	P		4			4		
1030		NOTIFY ARCHIVES		S				10	10		
1031		NOTIFY ARCHIVES		D		10			10		
1032		NOTIFY ARCHIVES	926.000000 - Air Pollution (ENVIRONMENTAL, Ecosystem Management)	P		4			4		Tapes held as long as program is active
1033			927.000000 - Computer Services (ADMINISTRATION, Technology)	P		4			4		
1034			927.100000 - Interagency Agreements (ADMINISTRATION, Technology)	P		2			2		After termination - auto destruction
1035			927.200000 - Program Library (ADMINISTRATION, Technology)	P		4			4		
1036				S				10	10		
1037				D		10			10		
1037			Program Listing Documentation (ADMINISTRATION, Technology)	P		2		2	4		As long as project is active

09 002 dj

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1038	449		927.300000 - Special Studies (ADMINISTRATION, Technology)	P		4			4		
1039		NOTIFY ARCHIVES	930.000000 - Miscellaneous Water Organization (ADMINISTRATION)	P		4			4		
1040		NOTIFY ARCHIVES		S				10	10		
1041		NOTIFY ARCHIVES		D		10			10		
1042	729	NOTIFY ARCHIVES	940.000000 - Environmental Protection (ENVIRONMENTAL, Studies)	P		2			2		
1043		NOTIFY ARCHIVES		S				10	10		
1044		NOTIFY ARCHIVES		D		10			10		
	286	NOTIFY ARCHIVES	951.00000 Calif. Energy Resources Scheduling (CERS) (ENERGY, Power Management)	P		4			4		
	33,743		Total c.f. of Department								

09 002

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
Old Item #			DELETIONS FROM 2003 RETENTION SCHEDULE:								
5			000.000000 Visitor And After Hour Logs (no longer created, ended pgm in 1985, all records purged)								
18			000.000000 General Office Administration (general category eliminated, records moved to subject categories-1990's)								
21	Through	25	000.100000 Progress Reports, DWR News Digests, Reports. (No longer produced, similar information is on DWR's website)								
26			000.150000 Program Statements (No longer produced by DWR since 1984, all records purged)								
27			000.150000 Reports to Director re: outside contacts (No longer produced by DWR since 1982, all records purged)								
28			000.200000 General Reports-Bulletin Printing History (No longer produced by DWR since 1990, all records purged)								
54			010.200000 Signature Cards (No longer produced since 1983, all records purged)								
62	Through	64	010.320000 DWR Manuals Memoranda, General Correspondence (All manuals electronic-memoranda no longer produced since 1990, all records purged)								
65			010.330000 Manuals of Other Agencies (No longer maintained since 1985, all copies purged)								
85			010.630000 Resources Library-DWR Costs (Library closed 1990's, all records purged)								

09 002 3

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
87			010.650000 DWR Business Cards (electronic process, no documentation produced)								
101			010.820000 Blue Book (Districts) (publication no longer produced due to security concerns- Homeland Security requested DWR to stop publishing)								
109			Case II Modified Studies (No longer produced by DWR, all records purged)								
118			020.047000 Demotional Charts (No longer maintained since 1997, all copies purged)								
150			021.160000 Recruitment Selection Data Report (DWR 3866) (DWR 3866 ABOLISHED PER GOV. EX. ORDER # W- D4-95 all copies purged)								
224			027.120000 Medical Records Health Questionnaire (STD 610) (No longer maintained or required, all copies purged)								
748	Through	750	341.000000 - Topographic Maps (No longer maintained, all copies purged)								
770	Through	773	400.000000 series- Special Water Resources Investigations (Obsolete program, no longer maintained. All copies purged)								
774	Through	777	500.000000 series- Special Construction Activities (Obsolete program, no longer maintained. All copies purged)								
1051	Through	1055	800.000000 series- Basic Data Files (Series) (By Region) (Obsolete program, no longer maintained. All copies purged)								
CHANGES FROM 2003 RETENTION SCHEDULE:											
44			010.100000 Executive Orders (old description) Changed to Governor's Executive Orders (new description)								
47			010.100000 DWR Declaration (old description) Changed to DWR Declaration of Emergency and Disaster (new description)								

* Provide total of office and departmental